

## **Council Meeting – 26 March 2015**

### **Professional Indemnity – amendments to HCPC admission forms**

#### **Introduction**

This paper provides an explanation of changes made to the following documents:

- Admission form – UK applicants
- Admission form – Readmission applicants
- Admission form – International / EEA applicants
- How to renew your registration booklet
- Renewal form

#### **Decision**

The Council is requested to approve changes to these admission forms.

#### **Background information**

The admission forms needed to be amended following changes made to the Professional Indemnity Rules. This also includes changes to the renewal form and how to renew your registration booklet.

The main changes to the admission forms are:

- all admission forms updated to include professional indemnity declaration
- all guidance notes updated to include professional indemnity information
- Renewal forms updated to include professional indemnity declaration (extra box added)
- 'How to renew your registration booklet' has been updated to include information and guidance on professional indemnity

The changes are currently being reviewed by the Solicitor to the Council. Please note these amendments are subject to minor editorial amends.

The changes to the admission forms were reviewed by the Education and Training Committee (ETC) at their meeting on 5 March 2015. ETC recommended Council approve these changes.

We hope that these changes will enable us to continue to provide an improved service to applicants, registrants and other stakeholders.

**Resource implications**

Nil

**Financial implications**

Nil

**Background papers**

Nil

**Appendices**

Admission form – UK applicants

Admission form – Readmission applicants

Admission form – International / EEA applicants

How to renew your registration booklet

Renewal form

**Date of paper**

18 December 2014



**Please read the guidance notes before completing this form.**

**UK application for registration** (for applicants who have completed a UK approved programme)

Registration Department  
184 Kennington Park Road, London, SE11 4BU

+44 (0)845 300 4472  
www.hcpc-uk.org  
registration@hcpc-uk.org



**Before completing your application form you will need to read the guidance notes for UK applicants and the standards of proficiency for your profession. Please complete this form in BLOCK CAPITALS using a black pen.**

Your title  Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name (if applicable)

Your profession

**Once you have completed this application form, please make a photocopy of it and all of the supporting documents for your own records. Please send your application by a secure postal method if you want to be certain of delivery.**

**Please ensure any payments are stapled to the front of your application form.**

**Please make sure you have included the following documents with your application. Failure to do so will result in your application being returned to you.**

Checklist – please check to ensure you have enclosed the following items with your application	Please cross
① A completed application form	<input type="checkbox"/>
② A 'Paying your fees' form with appropriate payment by cheque or money / postal order	<input type="checkbox"/>
③ A completed, signed and dated HCPC character reference form	<input type="checkbox"/>
④ <b>Certified*</b> copies of two appropriate documents to confirm your identity	<input type="checkbox"/>
⑤ <b>Certified*</b> evidence of any change of name (if applicable)	<input type="checkbox"/>
⑥ Relevant return to practice forms (if applicable)	<input type="checkbox"/>

\* Please refer to guidance notes for more information regarding certification of documents.

Please also check that you have <b>not</b> :	Please cross
① placed your application in a folder, binder or plastic / paper wallet	<input type="checkbox"/>
② included any original documents	<input type="checkbox"/>
③ included any document or item which you need to be returned (completed application forms remain the property of HCPC)	<input type="checkbox"/>

Your payment		
I enclose a cheque / money order for the amount of £ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>		Attach a recent passport sized photograph of yourself here. Please do not staple.
<b>Please do not send cash.</b>		
For HCPC use only		
Date stamp	Date of registration/check	<input type="text"/>
Amount received £ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	Registration number	<input type="text"/>
Application number <input type="text"/>	Passlist confirmed: Yes <input type="checkbox"/> No <input type="checkbox"/> Advisor <input type="text"/>	Passlist verified: Yes <input type="checkbox"/> Advisor <input type="text"/>

## Section 1 Registration details

Have you ever previously applied for registration with the HCPC or the Health Professions Council (HPC)? Yes  No

If yes, please give your application number

### Social workers only

Have you ever been registered, or applied for registration, with the  GSCC or the care council in:

Scotland  Wales  Northern Ireland

If yes, please provide your registration (or application) number

I am applying for registration as a / an (see guidance notes for details of protected titles)

Arts therapist (If you have chosen arts therapist please cross the box(es) below relevant to you)

Art psychotherapist

Art therapist

Drama therapist

Music therapist

Biomedical scientist

Chiropodist / podiatrist

Clinical scientist (If you have chosen clinical scientist please cross the box(es) below relevant to you)

Audiology

Cellular science

Clinical biochemistry

Embryology

Clinical genetics

Haematology

Clinical immunology

Histocompatibility and immunogenetics

Clinical microbiology

Medical physics and clinical engineering

Clinical physiology

Dietitian

Hearing aid dispenser

Occupational therapist

Orthoptist

Operating department practitioner

Paramedic

Physiotherapist

Practitioner psychologist (If you have chosen practitioner psychologist please cross the box(es) below relevant to you)

Clinical psychologist

Counselling psychologist

Educational psychologist

Forensic psychologist

Health psychologist

Occupational psychologist

Sport and exercise psychologist

Prosthetist / orthotist

Radiographer (If you have chosen radiographer please cross the box(es) below relevant to you)

Diagnostic radiographer

Therapeutic radiographer

Social worker

Speech and language therapist



**Section 3 Character and health self declarations / Vetting and Barring schemes**

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and / or character raises concerns about their ability to practise safely and effectively. Please read the accompanying guidance notes carefully before completing this section. If your answer to any of the questions below is **yes**, please indicate by placing a cross in the appropriate box and give details on a separate sheet.

Have you been convicted of a criminal offence or received a police caution (other than a protected caution or protected conviction)?

Have you been disciplined by a professional or regulatory body or your employer?

Have you had civil proceedings (other than a divorce / dissolution of marriage or civil partnership) brought against you?

Do you have any physical or mental health condition that would impair your fitness to practise the profession to which your application relates?

Are you or have you ever been barred under the Safeguarding Vulnerable Groups Act 2006 and / or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with: Children  and / or Vulnerable adults

**Section 4 Education and training**

Title of your approved programme

Programme start date (DD/MM/YYYY)

Programme end date (DD/MM/YYYY)

Name of education provider

Street name

Town / city

County / state

Postcode / zipcode

**Mode of study**

- |                   |                          |                        |                          |
|-------------------|--------------------------|------------------------|--------------------------|
| Block release     | <input type="checkbox"/> | Work based learning    | <input type="checkbox"/> |
| Distance learning | <input type="checkbox"/> | Full time accelerated  | <input type="checkbox"/> |
| Sandwich          | <input type="checkbox"/> | Mixed mode             | <input type="checkbox"/> |
| Flexible          | <input type="checkbox"/> | Part time              | <input type="checkbox"/> |
| Full time         | <input type="checkbox"/> | Part time (in service) | <input type="checkbox"/> |

## Section 5 Practice outside the United Kingdom (UK)

If you successfully completed a UK approved programme more than five years ago, but have practised your profession outside the UK during the last two years, you do not need to undertake a period of updating. If this applies to you, please complete this section. If you have worked for more than one employer, please photocopy or print off as many copies of this form as you need.

### Applicant details

Your title Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name(s)

Job title / position in English

Job title / position in its original language

(if applicable)

### Work details (work place / placement to which this form is relating)

Organisation

Department

Address

Town / city

County / state

Postcode / zipcode

Country

Name of manager

Contact telephone number

Contact email address

Dates of employment at the above address (DD/MM/YYYY)

From  /  /  to  /  /

### Please complete one of the sections below

Whilst I was practising outside the UK, I was registered with the following regulatory body or similar organisation.

Name of body

Address

Telephone number

Website address

Your registration number (or equivalent)

**My profession is not subject to registration, licensing or any other form of regulation in the jurisdiction where I practised.**

## Section 6 Paying your fees – please read the guidance notes on paying your fees

Your first payment must be made by cheque or money / postal order. We do not accept bank transfers or direct debit payments for this initial fee. The fees we ask you to send with your application are called a scrutiny fee and a registration fee. The scrutiny fee is a one off non-refundable payment of £56. We cannot process your application without a payment.

You must also pay your registration fee when you apply to be registered. The registration fee for the two-year registration cycle is £160 (£80 per year). The registration fee is reduced by 50 per cent if you successfully completed a UK approved programme within the last two years.

Payments must be made in UK Sterling and drawn on a bank based in the UK. **Your payment should be crossed and made payable to 'Health and Care Professions Council'**. Please write your full name and address on the reverse side of your payment and ensure that it is not post-dated. Please note all amounts include the scrutiny fee.

Please choose one of the following four options.

### Option 1

- I am applying for registration for the first time and successfully completed a UK approved programme **less than** two years ago. **I wish** to pay future fees by direct debit.  
I enclose a direct debit instruction and a cheque / money order for the amount of **£96**.

### Option 2

- I am applying for registration for the first time and successfully completed a UK approved programme **less than** two years ago. **I do not** wish to pay future fees by direct debit.  
I enclose a cheque / money order for the amount of **£136**.

### Option 3

- I am applying for registration for the first time and successfully completed a UK approved programme **more than** two years ago. **I wish** to pay future fees by direct debit.  
I enclose a direct debit instruction and a cheque / money order for the amount of **£136**.

### Option 4

- I am applying for registration for the first time and successfully completed a UK approved programme **more than** two years ago. **I do not** wish to pay future fees by direct debit.  
I enclose a cheque / money order for the amount of **£216**.

Future fee payments will be deducted in two separate instalments on or around the shown dates:

**Please complete the direct debit instruction if you have chosen option 1 or option 3**

### Collection Dates

#### 1 January and 1 July

Orthoptists  
Paramedics  
Radiographers

#### 1 February and 1 August

Clinical scientists  
Prosthetists / orthotists  
Speech and language therapists

#### 1 March and 1 September

Physiotherapists  
Occupational therapists

#### 1 April and 1 October

Arts therapists  
Biomedical scientists  
Operating department practitioners  
Practitioner psychologists  
Social workers in England

#### 1 May and 1 November

Dietitians

#### 1 June and 1 December

Chiropodists / podiatrists  
Hearing aid dispensers



## Instruction to your bank or building society to pay by direct debit



Name and full postal address of your bank or building society

To the manager Bank / building society

Address

Postcode

Name(s) of account holder(s)

Bank / building society  
Account number

Branch sort code

-  -

Originator's identification number

9 5 2 2 8 8

Reference Number

<input type="text"/>							
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Instructions to your bank / building society

Please pay HCPC direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee.

The amounts are variable and will be debited every six months.

I understand that this instruction may remain with HCPC and, if so, details will be passed electronically to my bank / building society.

Date

<input type="text"/>							
D	D	M	M	Y	Y	Y	Y

Signed declaration

Signature
-----------

Banks and building societies may not accept direct debit instructions for some types of account

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

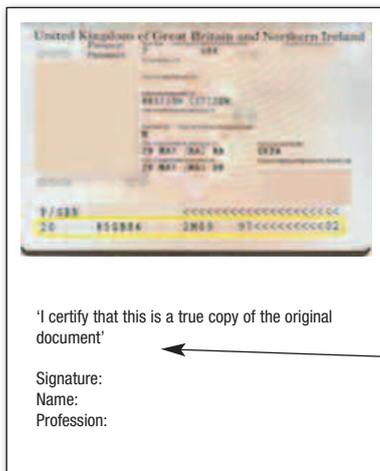
### The direct debit guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. If there are any changes to the amount, date or frequency of your Direct Debit HCPC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HCPC to collect a payment, confirmation of the amount and date will be given to you at the time of the request. If an error is made in the payment of your Direct Debit by HCPC or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when HCPC asks you to. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Important information: Avoid having your application form sent back as incomplete

- Enclose two certified photocopies of documents to confirm your identity



**One document containing your photograph**

For a list of acceptable documents and requirements, please refer to the application guidance notes.

Certain documents that are submitted will need to be dated in the last 6 months. Please refer to the list in the application guidance notes.

**Important:** Certification of photocopied documents must be done in the format as shown on these examples. Certification can be done on the front or back of each photocopied document. All certification signatures must be original signatures.



**One document proving your current address**

- All pages that require signatures must contain **original signatures** and be dated within the last 6 months. We cannot accept faxed, photocopied or emailed copies of pages with signatures.

- If you answered yes to any of the questions in **Section 3** of this application form (character and health self declarations / vetting and barring schemes), you **must** provide additional information on a separate sheet of paper. Applications will take longer to be processed. Please refer to the health and character policy publication for more information.

- The **character reference** page must be completed with **your details** and **your referee's details**. References should be signed and dated no more than six months before the submission of your application. All references must be completed by the referee and included with your application form to us. The reference must have the **original signature** of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.

- Certified photocopies of documents can be signed and completed by your character referee or any person of professional standing in the community. Please refer to the application guidance notes for further explanation on who can be considered a person of professional standing in the community.

- If the name you wish to be included on the HCPC Register differs from the name you qualified in or the name on your identification documents, you will need to provide a **certified photocopy of a relevant name change document** (eg marriage certificate / deed poll).

- If you completed a **historically approved programme** or completed your **programme before 2007**, you will need to provide a **certified photocopy of your qualification certificate**.

- You may need to meet our returners to practice requirements depending on how long you have been out of practice. Please refer to the application guidance notes and information found on the apply section of our website.

- If you wish to spread the cost of registration please fill in the direct debit instruction. Leave the 'reference number' section blank as we will complete this for you. Remember to **sign and date the direct debit instruction**.

- You will need to **pay up-front for your scrutiny fee and first year of registration fees** by sending us a **cheque or money / postal order** payable to 'Health and Care Professions Council' as stated on the 'paying your fees' section of the application form.

## Section 7 Declarations

- **I declare** that I have read, understood and will comply with the HCPC’s standards of conduct, performance and ethics.
- **I understand** that I must have in place a professional indemnity arrangement which provides appropriate cover and I confirm that I will have this in place when I practise. **This declaration does not apply if you are applying for registration as a social worker.**
- **I confirm** that I have read the subject information statement which accompanies this application form and understand that the HCPC may process my personal data as required by the Health and Social Work Professions Order 2001 (the **Order**). I consent to the HCPC processing my personal data for the purposes set out in the subject information statement which are not required by the Order. I understand that I may, by notice in writing to the HCPC, withdraw my consent to the HCPC processing my personal data for any marketing purposes.
- **I agree** to pay the fees for my registration using the option chosen by me in Section 6.
- **I consent** to the HCPC contacting any person to obtain further information about my application or to verify the information that I have provided and agree that any person who is so contacted may provide the HCPC with any information about me which that person holds.
- **I confirm** that the information I have provided in this application is correct and understand that fraudulently procuring an entry in the HCPC Register is a criminal offence under article 39 of the Order.

Date (DD/MM/YYYY)       Signature .....

## Section 8 Character reference

**Please give this section to the person you ask to complete your character reference form.**

### **Referee's guidance on completing the character reference**

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character.

You have been asked to complete a character reference by the person who has given you this form (the applicant), because they want to be registered with the Health and Care Professions Council (HCPC).

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will a:

- bank manager or officer;
- judge, magistrate or other judicial official;
- minister of the Church, Rabbi, Imam or other recognised religious official;
- member of a parliament or other legislative body;
- serving officer in HM Armed Forces; or
- teacher or lecturer.

This is not an exhaustive list and if you have any questions as to whether you are able to provide a character reference please contact us on +44 (0)845 300 4472.

**Once completed please return the character reference directly to the applicant.**



✉ Registration Department  
184 Kennington Park Road, London, SE11 4BU

☎ +44 (0)845 300 4472  
🌐 www.hcpc-uk.org  
✉ registration@hcpc-uk.org

**hcpc** health & care  
professions  
council

These guidance notes are intended to help you complete the application form. They will also help you understand the application process. However, if after reading the guidance notes there is something you do not understand please contact us.

## **Introduction**

- About the Health and Care Professions Council (HCPC)
- How we are run
- About registration
- Applying for registration
- Meeting our standards
- Protected titles

## **About this guidance**

- Returners to practice
- General information on completing the forms
- Sending us your application
- What happens next?
- Contact us
- Certified documents
- Verifying your identity
- If you cannot provide photographic documentation
- Translation of documents

## **Outcomes of an application**

- Incomplete applications
- Successful applications
- Rejected applications
- The appeals process
- Fraudulent applications

## **Section 1**

### **Registration details**

- Previous applications

## **Section 2**

### **Personal and contact details**

- Name change
- Home address
- Work address
- Agencies

### **Section 3**

#### **Character and health self declarations / Vetting and Barring schemes**

### **Section 4**

#### **Education and training**

- Applying if you have completed a UK approved programme

### **Section 5**

#### **Practice outside the United Kingdom (UK) form**

### **Section 6**

#### **Paying your fees**

- Scrutiny fee
- Registration cycle
- Applying within two years of completing an approved programme
- Free period
- Applying if you completed a UK approved programme more than two years ago

### **Section 7**

#### **Declarations**

- Professional indemnity

### **Section 8**

#### **Character reference**

#### **Appendix: other helpful information**

- Our standards
- Continuing professional development
- How to keep your name on the Register

#### **Data protection information**

#### **Useful terms**

### About the HCPC

We are the Health and Care Professions Council. We are a regulator of health and care professionals and our job is to protect the health and wellbeing of people who use the services of the health and care professionals registered with us.

To protect the public, we set standards that health and care professionals must meet. Our standards cover health and care professionals' education and training, behaviour, professional skills and their health. We publish a Register of health and care professionals who meet our standards.

We currently regulate 16 professions:

- Arts therapists
- Biomedical scientists
- Chiropodists / podiatrists
- Clinical scientists
- Dietitians
- Hearing aid dispensers
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Practitioner psychologists
- Prosthetists / orthotists
- Radiographers
- Social workers in England
- Speech and language therapists

### How we are run

We are governed by legislation called the Health and Social Work Professions Order 2001. This lays out our responsibilities and it gives us our legal authority to carry these out. We have a Council which is made up of registered health and care professionals and members of the public. This Council sets our strategy and policy and makes sure we are fulfilling our duties under the Health and Social Work Professions Order.

### About registration

Health and care professionals must register with us in order to use the protected title for their profession. This means that even if you have completed a course in, for example, physiotherapy, you are still not able to call yourself a physiotherapist unless you are registered with us.

Registration shows you meet our standards for your profession. Registration shows the public that health and care professionals are fit to practise and they are entitled to use the protected title(s) for their profession. It shows the people on our Register are part of a profession with nationally recognised standards set by law.

When we say someone is 'fit to practise', we mean they have the skills, knowledge, character and health to practise their profession safely and effectively.

### Applying for registration

Completing an approved course does not guarantee someone will become registered. It shows us the applicant meets our professional standards and is eligible to apply for registration. We need additional information from them in order to be able to register them.

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; **and**
- we can contact them if we need to.

## Meeting our standards

Everyone on our Register must meet the standards of proficiency we have set. The standards of proficiency are the professional standards which health and care professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form. The standards of proficiency are made up of generic standards, which all registered health and care professionals must be able to meet, and profession-specific standards, which only apply to one profession.

## Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our Register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

<b>Part of Register</b>	<b>Title</b>
Arts therapists: Art, Drama or Music	Art psychotherapist Art therapist Drama therapist Music therapist
Biomedical scientists	Biomedical scientist
Chiropodists / podiatrists	Chiropodist Podiatrist
Clinical scientists	Clinical scientist
Dietitians	Dietitian Dietician
Hearing aid dispensers	Hearing aid dispenser
Occupational therapists	Occupational therapist
Operating department practitioners	Operating department practitioner
Orthoptists	Orthoptist
Paramedics	Paramedic
Physiotherapists	Physiotherapist Physical therapist
Practitioner psychologists	Clinical psychologist Counselling psychologist Educational psychologist Forensic psychologist Health psychologist Occupational psychologist Practitioner psychologist Registered psychologist Sport and exercise psychologist
Prosthetist / orthotist	Prosthetist / orthotist Prosthetist Orthotist
Radiographers: diagnostic or therapeutic	Radiographer Diagnostic radiographer Therapeutic radiographer
Social workers	Social worker
Speech and language therapists	Speech and language therapist Speech therapist

## About this guidance

### Returners to practice

If you have been out of practice for more than two years, or qualified more than five years ago but have never practised your profession, you will need to undertake a period of updating your skills and knowledge before you can become registered. As well as the main application form, you must also complete the relevant return to practise forms which can be found on our website at: [www.hcpc-uk.org/apply](http://www.hcpc-uk.org/apply)

### General information on completing the forms

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible.

**Please do not send us original documents unless otherwise specified. Instead, please send certified copies of documents.**

### Sending us your application

Please send your application when you are ready to start practising your profession and / or using the protected title(s). Your application should be sent to the Registration Department at the contact address on the front of this form. If you have recently completed a UK approved programme, you should not send your application until you have received confirmation of your award. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned. The fee payable is set at £56 (which is non-refundable) plus the registration fee. If you cannot be registered your registration fee will be refunded and you will be notified in writing.

It is advisable to take a photocopy of your application for your records. It is also advisable to send your form to us by a secure method of delivery.

### What happens next?

Applications are usually processed within ten working days but this time may vary depending on the volume of applications received. Please also note, if we need to carry out verification checks on your qualifications, previous employment or any other aspect of your application it may take considerably longer. Once we have processed your application our online Register is immediately updated. It is the best way for you to check you are registered and for your employer to verify your registration status. The Register can be viewed on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)

### Contact us

If you cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

### Certified documents

In the section below, we explain what documents you must send with your application to verify your identity. These documents **must be certified** as a true copy of the original by a person of professional standing in the community. This means that the person you ask to certify your document(s) must write on it 'I **certify** that this is a true copy of the original document' and must sign it and print their name and professional title. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will:

- a bank manager;
- a Justice of the Peace or other judicial official;
- a Minister of the Church, Rabbi, Imam or other recognised religious official;

- a Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces;
- a teacher or lecturer; or
- a registered health and care professional.

This is not an exhaustive list and if you have any questions as to whether a person is considered to be a person of professional standing in the community please contact us.

### **Verifying your identity**

We ask all applicants to provide us with a legible **certified** photocopy of:

- a document containing your photograph; **and**
- a document proving your current address.

Please note that as well as the above documents you will also need to attach a recent passport sized photograph on the front of the application form.

Documents you may consider sending us include:

- current signed full passport;
- national identification card and / or other valid documentation relating to immigration status and permission to work in the UK;
- current UK photo card driving licence (**Please note, the photo card and the paper part of your driving licence are considered one document**);
- current full UK driving licence (old version);
- current benefit book or card or original notification letter from the Department for Work and Pensions (DWP) confirming right to benefit;
- recent HMRC tax notification;
- marriage / civil partnership certificate;
- confirmation from an Electoral Register\*;
- recent utility bill\*;
- local authority tax bill (valid for the current year);
- bank, building society or credit union statement or passbook containing current address\*;
- recent mortgage statement from a recognised lender\*;
- current local council rent card or tenancy agreement.

\* If these documents are submitted, the date should be within the last six months. If you are sending a bank or building society or credit union statement please black out the account number and sort code details.

### **If you cannot provide photographic documentation**

If you are unable to provide photographic documentation, you should provide us with a passport sized photograph of yourself. This should be endorsed on the back with the signature of a person of standing in the community who has known you for at least three years. The photograph should be accompanied by a signed statement from that person, indicating the period of time that you have been known to them. They should also provide us with their contact details. Please refer to Section 8 (character reference) for a list of acceptable people.

### **Translation of documents**

If you submit documents that are not in English, you must also provide us with certified English translations. If you are applying from abroad, the British Embassy, Consulate or High Commission may be able to help you find a translator. In the UK, your own Embassy, Consulate or High Commission may be able to help.

## **Please note**

- All completed application forms are the property of HCPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items / documents.
- Please make sure your contact details are kept up-to-date.
- All references and the declaration of information must be dated within six months of the date your application is received by HCPC.
- We process applications for registration and tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HCPC when you are not.

## **Outcomes of an application**

### **Incomplete applications**

If your application is incomplete we will return it to you and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, education providers, places of work and referees.

### **Successful applications**

If your application is successful, we will:

- put your name on the Register;
- send you a letter on the day we register you; and
- send you a registration certificate and authentication card.

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available Register shows:

- name;
- registration number;
- profession of registrant;
- duration of current registration;
- approximate geographical area in which the registrant practises (eg Guildford - not full address);
- registration status; and
- annotation (if applicable).

### **Rejected applications**

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and registration fee.

If you appeal, you will need to provide the grounds for your appeal (i.e. why you believe that the decision taken is wrong) and follow the appeals procedure.

### **The appeals process**

If your application is rejected you have 28 days following the date of the letter rejecting your application to write to us setting out concise grounds of appeal against the decision. We will then provide you with further information on the appeals process.

## **Fraudulent applications**

If you falsify information about your identity or any other aspect of your application, the HCPC will suspend your application pending an investigation. If such information becomes known to us after you have been registered, an investigation will be launched and your registration may be suspended or terminated. It is a criminal offence to fraudulently obtain registration with the HCPC. You may be committing a criminal offence if you supply false information and you may be prosecuted.

## **Section 1 Registration details**

### **Previous applications**

If you have previously applied for registration with the HCPC, the Health Professions Council (HPC) or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us:

- your application number;
- when you applied (an approximate date if you cannot remember exactly);
- the type of application you made (eg UK, international, grandparenting); and
- any further information (eg you withdrew your application).

### **Social workers only**

The GSCC is the General Social Care Council, which was the regulator of the social work profession and education in England until 1 August 2012. The other three UK care councils are the Scottish Social Services Council (SSSC), the Care Council for Wales (CCW) and the Northern Ireland Social Care Council (NISCC) in Scotland, Wales and Northern Ireland respectively. If you have ever been registered or applied for registration with any of the above councils, please tell us:

- your registration (or application) number;
- when you applied (an approximate date if you cannot remember exactly); and
- any further information (eg you withdrew your application).

## **Section 2 Contact details**

It is essential that your personal contact details are kept up-to-date. This is a requirement of the Health and Social Work Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

### **Name change**

If the name you wish to be included on the HCPC Register differs from the name you qualified in or the name on your identification documents, you will need to provide a **certified** photocopy of the relevant document (eg marriage certificate / deed poll).

### **Home address**

We ask you to give us your main home address. This address is not published on the publicly available Register, but is required by us for all HCPC correspondence. You can change your address over the telephone or by writing to us.

### **Work address**

The work address you give us should be for your main place of work. Members of the public will be able to see on our Register the approximate geographical area in which you practise (eg Guildford). If you are not currently practising you can leave this section blank and contact us as soon as you are able to give us a work address. You can change your address over the telephone or by writing to us.

**If you change your home or work address either during the application process or after you are registered, you must notify us.**

### **Agencies**

All correspondence from the HCPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

## Section 3 Character and health self declarations / Vetting and Barring schemes

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and character raises concerns about their ability to practise safely and effectively.

When making decisions about character, we look at whether someone is of 'good character' or whether there is any evidence of past actions which might suggest that the person is not of 'good character'. Evidence that someone might not be of 'good character' could include evidence of untrustworthiness, dishonesty, actions which harmed a service user or a member of the public or actions which might affect the public's confidence in the registered professions.

When we talk about 'health' we mean health conditions which may affect an applicant's fitness to practise. We are not asking whether an applicant is 'healthy'. This is because someone may be unwell or may have a health condition which they manage appropriately but they may still be able to practise their profession safely. We do not need information about any health condition unless it affects your fitness to practise. We recognise that a disability may not be seen as a health condition. So, we only need information about a disability or health condition if it affects your fitness to practise.

Having a disability should not be seen as a barrier to becoming a health and care professional. We have produced guidance for disabled applicants called A disabled person's guide to becoming a health and care professional which you should refer to for more information on this issue.

If you answer 'yes' to any of the questions in this section, please read our brochure Guidance on health and character which can be found on our website at [www.hcpc-uk.org/publications](http://www.hcpc-uk.org/publications)

### Character

The Rehabilitation of Offenders Act 1974 does not apply to an application for admission to the HCPC Register. This means that you must declare to us any convictions or police cautions that you have received, even if they are 'spent' under that Act, other than a protected caution or protected conviction. Failure to do so may result in an investigation which could lead to you being removed from the Register.

A caution is protected from disclosure six years after it was accepted. If the offender was under 18 when the caution was accepted then that period is reduced to two years.

A conviction is protected from disclosure after 11 years. If the offender was under 18 when convicted then that period is reduced to five and a half years. In either case a conviction will only be protected if the offender received a noncustodial sentence and has no other convictions.

A caution or conviction will NOT be protected if it is for a 'listed offence' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to the HCPC.

Further guidance on listed Offences may be found on the Disclosure and Barring Service website ([www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)).

### Health

You are also asked to provide us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

## Vetting and Barring

Vetting and Barring schemes have been introduced across the UK to make sure that unsuitable individuals are not able to work with children or vulnerable adults.

You must tell us if you have been barred under either the Protection of Vulnerable Groups Act 2006 and / or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with children or vulnerable adults.

## Section 4 Education and training

### Applying if you have completed a UK approved programme

Please tell us the title of your approved programme the start and end dates of your approved programme and the name of the education provider. You do not need to send us a copy of your award certificate unless you successfully completed a UK approved programme more than two years ago.

Please note:

- If you are applying for registration as a **biomedical scientist** and you obtained a certificate of competence awarded by the Institute of Biomedical Science (IBMS) before September 2010, you must include a certified photocopy of this document with your application.
- If you are applying for registration as a **clinical scientist** and you obtained a certificate of attainment awarded by the Association of Clinical Scientists (ACS) before September 2010, you must include a certified photocopy of this document with your application.
- If you are applying for registration as a **paramedic** and you obtained a paramedic award from the Institute of Health Care Development (IHCD) before September 2010, you must include a certified photocopy of this document with your application.
- If you are applying for registration as a **practitioner psychologist** and hold more than one approved qualification, please complete a separate education and training form for each programme. You must include the start and end date with the title of the approved programme and the relevant education provider for each qualification obtained.

If you successfully completed a UK approved programme more than five years ago and you have not been practicing you will be subject to additional requirements. For more information, please see details on our website at [www.hcpc-uk.org/apply/uk/historical/](http://www.hcpc-uk.org/apply/uk/historical/)

## Section 5 Practice outside the United Kingdom (UK)

If you have not been registered for two years or more, but have practised your profession outside the UK during the last two years, you do not need to undertake a period of updating. If this applies to you, please complete Section 5 of the form.

If you have worked for more than one employer, please photocopy or print off as many copies of this section as you need.

## Section 6 Paying your fees

You must pay a scrutiny fee and a registration fee at the point of application.

### Scrutiny fee

The fee we ask you to send with your application is called a scrutiny fee. This is a one off non-refundable payment of £56. We cannot process your application without this payment.

## Registration fee

You must also pay your registration fee at the point you apply for registration. The registration fee for the two-year registration cycle is £160 (£80 per year). The registration fee is reduced by 50 per cent if you have successfully completed a UK approved programme within the last two years. Payments must be made in UK Sterling and drawn on a bank based in the UK. Your payment should be crossed and made payable to 'Health and Care Professions Council'. Please write your full name and address on the reverse side of your payment and ensure that it is not post-dated. Please note all amounts include the scrutiny fee.

## Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. The table towards the end of this section details the professional years for each profession we regulate.

Before you send us your application you need to decide whether you wish to pay the full registration fee or wish to spread the cost by paying by direct debit.

If you do not wish to set up a direct debit you will need to pay in full by cheque or money / postal order. You need to send us a payment of £216 with your application form. Payments must be made in UK Sterling and drawn on a bank based in the United Kingdom (UK). Your payment should be crossed and made payable to 'Health and Care Professions Council'. Please write your full name and address on the reverse side of your payment and ensure that it is not post-dated.'

If you wish to spread the cost of registration please fill in the direct debit instruction. You will need to pay up-front for your first year of registration by sending us a cheque or money / postal order for £136. The remainder of your fee will be deducted from your bank account in two separate £40 instalments. Once you have been registered, we will write to you to tell you the actual dates the amounts will be deducted from your account.

## Applying within two years of completing an approved programme

If you have successfully completed a UK approved programme within the last two years you are entitled to a 50 per cent discount for the first two-year registration cycle. Your initial registration payment for the first two professional years is £80 (£40 per year).

## Free period

If you are registered for less than six months before the start of the next professional year, you will receive this period free of charge. Please note, this free period only applies to applicants who have successfully completed a UK approved programme within the last two years. You still need to send a payment with your application but this will be used in payment for the first full professional year. If you apply at any other time, you will be charged at the reduced rate for this period in addition to the following two full professional years.

## Applying if you completed a UK approved programme more than two years ago

The full registration fee is payable if you apply to be registered at any point in the professional year, even if only for a few days. If you do not need registration immediately in order to work, you may wish to check when your new professional year starts and apply for registration at the start of a new professional year. The following table shows the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientist	1 December – 30 November
Chiropodists / podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Hearing aid dispensers	1 August – 31 July
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November

Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Practitioner psychologists	1 June – 31 May
Prosthetists / orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Social workers in England	1 December – 30 November
Speech and language therapists	1 October – 30 September

If you do not wish to set up a direct debit you will need to pay in full by cheque or money / postal order. You need to send us a payment of £216 with your application form. Payments must be made in UK Sterling and drawn on a bank based in the United Kingdom (UK). Your payment should be crossed and made payable to 'Health and Care Professions Council'. Please write your full name and address on the reverse side of your payment and ensure that it is not post-dated.

If you wish to spread the cost of registration please fill in the direct debit instruction. You will need to pay up-front for your first year of registration by sending us a cheque or money / postal order for £136. The remainder of your fee will be deducted from your bank account in two separate £40 instalments. Once you have been registered, we will write to you to tell you the actual dates the amounts will be deducted from your account.

If you complete the direct debit mandate, please leave the 'Reference Number' section blank.

### **Please note:**

For security reasons, HCPC does not accept cash payments. If you try to make a payment in cash at the HCPC you will be directed to the nearest post office where you can obtain a postal order.

## **Section 7 Declarations**

HCPC can only process your application if you have signed this declaration. The declaration must be signed within six months of the date you send us your form. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HCPC Register. If you do this, you may be subject to prosecution.

### **Professional indemnity**

If you are a registrant (other than a social worker in England), you now have to make sure that you have a professional indemnity arrangement in place as a condition of your registration with us. This means the following.

- You must make sure you have a professional indemnity arrangement in place when you practise. This could be an arrangement provided:
  - through your employer if you are employed;
  - as part of membership of a professional body, trade union or defence organisation; or
  - directly from an insurer.

Or, it could be a combination of the above.

- You must make sure that the professional indemnity arrangement you have in place provides appropriate cover. This means that the cover needs to be appropriate to the risks involved in your practice so that enough compensation will be paid if a successful claim is made against you.
- If you are employed, your employer's indemnity arrangements are very likely to provide appropriate cover for the activities that you perform as part of your job.

- If you are self-employed, you will need to make sure that you have put in place your own arrangements for professional indemnity.
- If you carry out both employed and self-employed work, you need to make sure that you have professional indemnity arrangements in place which provide appropriate cover for all parts of your practice.
- If you are registered with us but are not currently practising, you do not need to have a professional indemnity arrangement in place. However, you will need to make sure that you do have this arrangement when you begin to practise.
- If you are registered with us as a social worker, this condition of registration does not apply to you.

For further information, please visit [www.hcpc-uk.org/registrants/indemnity/](http://www.hcpc-uk.org/registrants/indemnity/)

## **Section 8 Character reference**

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This means that your referee must have a reputation in the community. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will:

- a bank manager;
- a Justice of the Peace or other judicial official;
- a Minister of the Church, Rabbi, Imam or other recognised religious official;
- a Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces;
- a teacher or lecturer; or
- a registered health and care professional.

This is not an exhaustive list and if you have any questions as to whether a person is considered to be a person of standing in the community please contact us.

### **Important points:**

- The character reference must be completed on a HCPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember that should you provide fraudulent references you may be prosecuted.

### **After you have obtained your character reference**

When your referee has completed your character reference, it should be returned to you. Please keep this in a safe place and send it to us with the rest of your application.

### Our standards

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org) or by contacting us directly. Please see page one for our contact details.

### Continuing professional development

As a condition of your registration with us, you need to undertake continuing professional development (CPD). Every time you renew your registration, you need to sign to confirm you are undertaking CPD (for social workers this will apply from 2014). Whenever your profession renews its registration, a sample of your profession will be randomly selected for audit, to check our CPD standards are being met. To find out more about CPD, our standards and the audit process, please see our brochure *Your guide to our standards for continuing professional development*.

### How to keep your name on the Register

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, you must:

- pay your registration renewal fee;
- renew your registration online; **and**
- if you are randomly selected, submit your CPD audit information.

We will send you more information about renewing your registration around three months before your registration expires.

### Subject information statement

The Health and Care Professions Council (HCPC) processes your personal data (as defined by the Data Protection Act 1998 (the 1998 Act)) for the following purposes:

- administering your application to register with the HCPC and any subsequent renewals;
- maintaining and publishing the health and care professions Register;
- undertaking regulatory activities for the purposes of the Health and Social Work Professions Order 2001;
- ensuring that you comply with our standards, including but not limited to, ensuring compliance with continuing professional development and educational requirements;
- investigating complaints made about you;
- investigating complaints made by you;
- publishing the results of any complaints made about you or by you;
- transferring your personal data to any other authorised body investigating your activities;
- transferring your name, profession, registration number, registration dates and approximate location of your practice to any member of the public requesting the information and making it available through the publication of the health and care professions Register;
- transferring your personal data to professional advisers and other third parties involved with the regulation of health and care professionals;
- statutory and regulatory compliance;
- monitoring equality and diversity information;
- reviewing your medical records and history, including but not limited to any medical reference supplied, to ensure that your health does not impair your fitness to practice;
- maintaining photographic images of you to ensure your identity;
- informing you about the activities of HCPC;
- marketing the activities of the HCPC;
- transferring your personal data to any business directory so as to ensure only authorised people advertise their services in such directories;
- keeping you informed about any changes to practice or legislation that may affect your practice;
- responding to requests for information from other regulators both within the European Economic Area and worldwide;
- keeping you informed about any developments, activities or products of third parties which may affect or assist your practice; and
- achieving the general and statutory objectives of the HCPC.

We collect personal information from you when you communicate with us by any media. We may also collect personal data which relate to you from third parties.

We may contact you by means of electronic communication, including but not limited to email or SMS for the purposes set out above. We will only undertake activities considered to be electronic marketing if permitted to do so by the Privacy and Electronic Communications (EC Directive) Regulations 2003.

### Sensitive personal data

Certain personal information is categorised by the 1998 Act as 'Sensitive Personal Data'.

In some circumstances, the HCPC will process your sensitive personal data. We are required to hold such sensitive personal data by the Health and Social Work Professions Order 2001 and therefore we do not need to obtain your consent to undertake this processing. In general, the sensitive personal data collected by HCPC is limited to information in connection with:

- your racial or ethnic origin;
- your physical or mental health or condition;
- your membership of a trade union;

- the commission or alleged commission by you of any offence;
- any proceeding taken against you for any offence committed or alleged to have been committed by you; and
- your sexual life.

### **Anonymisation**

The HCPC is required to provide statistical information to a number of different bodies; it also undertakes its own research. In such circumstances it only provides anonymised data.

### **Permitted processing**

The HCPC ensures that it is permitted to process your personal data. If no statutory condition applies to the form of processing we undertake, we can only undertake such processing with your consent. You may withdraw your consent to our processing your personal data for some of the above purposes by writing to the address at the end of this statement.

If a statutory condition applies allowing the HCPC to process your personal data and you withdraw consent to process your personal data this will not necessarily mean that HCPC ceases to process your personal data as the HCPC keeps personal data on registrants for their lifetime.

### **Sharing Your Information**

In some circumstances the HCPC may be permitted by law to share sensitive personal data about you with a third party. Otherwise the HCPC does not share sensitive personal data with others without your consent. Your personal data may be shared as set out in the above purposes. If you do not wish us to share your personal data with any third party for marketing purposes, please write to us at the address at the end of this statement.

### **European Economic Area (EEA)**

Please note that information displayed on our Website or sent to the HCPC over the internet may be transferred outside of the EEA, where data protection laws are not as strong as within the EEA. The information displayed on the website is provided as it is necessary for the public interest. In relation to any information you send via the internet or email, if you have any concerns in relation to such transfers, you should not use the internet or email as a means of communication with the HCPC.

### **Monitoring of telephone calls and emails**

Your telephone calls and emails to us may be recorded and monitored for quality control purposes. We may also intercept communications made to individual members of staff at the HCPC when this is required for business purposes.

### **Notification**

The HCPC has notified the Information Commissioner that it processes personal data. The notification number is Z6621691.

If you have any queries relating to this statement, please contact us by letter at the following address:

Health and Care Professions Council  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

## Useful terms

**Agencies** – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

**Applicant** – the person making the application for entry to the Register.

**Continuing professional development (CPD)** – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HCPC publication Continuing professional development and your registration).

**Data controller** – a person who either jointly, alone or in common with other people determines the purposes for which and the manner in which any personal data are, or are to be, processed.

**Data processor** – any person other than an employee of the data controller, who processes the personal data on behalf of the data controller.

**Data protection policy** – this is the HCPC's statement of how we apply and comply with the rules contained within the Data Protection Act 1998.

**Data subject** – an individual on whom personal data are processed.

**Declaration** – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

**Home address** – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HCPC as we may need to contact you regarding your application.

**HCPC** – Health and Care Professions Council

**Health and Social Work Professions Order 2001** – the legislation that governs the registration process and confers the responsibilities and authority to the HCPC to apply and administer the registration process.

**Personal data** – means:

- any data from which the identity of a living individual can be determined, either by itself or with other data processed by data controller; and
- any information such as name and address, email address, telephone number and general contact details, personal data includes images on film, photographs and telephone voice recordings.

**Processing** – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data including:

- organisation, adaptation or alteration of the information or data;
- retrieval, consultation or use of the information or data;
- disclosure of the information or data by transmission, dissemination or otherwise making available; or
- alignment, combination, blocking, erasure or destruction of the information or data.

**Relative** – has been broadly defined by the Health and Care Professions Council (Registration and Fees) Rules 2003 (as amended) to include in relation to any person:

- (a) his spouse or civil partner;
- (b) any lineal ancestor, lineal descendent, brother, sister, aunt, uncle, nephew, niece or first cousin, of his or of his spouse or civil partner; or
- (c) the spouse or civil partner of any relative mentioned in paragraph (b),

and for the purposes of deducing any such relationship ‘spouse or civil partner’ includes a former spouse or civil partner, a partner to whom the person is not married, and a partner of the same sex.

**Sensitive personal data** – means personal data consisting of information as to:

- the racial or ethnic origin of the data subject;
- political opinion;
- religious beliefs or other beliefs of a similar nature;
- whether a member of a trade union;
- physical or mental health or condition;
- sexual life;
- the commission or alleged commission of any offence; or
- any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

**Work address** – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiropodist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.



**Please read the guidance notes before completing this form.**

**Readmission application for registration** (for applicants who have previously been registered)

Registration Department  
184 Kennington Park Road, London, SE11 4BU

+44 (0)845 300 4472  
www.hcpc-uk.org  
registration@hcpc-uk.org



**Before completing your application form you will need to read the guidance notes for UK applicants and the standards of proficiency for your profession. Please complete this form in BLOCK CAPITALS using a black pen.**

Your title  Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name (if applicable)

Your profession

**Once you have completed this application form, please make a photocopy of it and all of the supporting documents for your own records. Please send your application by a secure postal method if you want to be certain of delivery.**

**Please ensure any payments are stapled to the front of your application form.**

**Please make sure you have included the following documents with your application. Failure to do so will result in your application being returned to you.**

Checklist – please check to ensure you have enclosed the following items with your application	Please cross
① A completed application form	<input type="checkbox"/>
② A 'Paying your fees' form with appropriate payment by cheque or money / postal order	<input type="checkbox"/>
③ A completed, signed and dated HCPC character reference form	<input type="checkbox"/>
④ Legible <b>Certified*</b> copies of two appropriate documents to confirm your identity	<input type="checkbox"/>
⑤ <b>Certified*</b> evidence of any change of name (if applicable)	<input type="checkbox"/>
⑥ Relevant return to practice forms (if applicable)	<input type="checkbox"/>

\* Please refer to guidance notes for more information regarding certification of documents.

Please also check that you have <b>not</b> :	Please cross
① placed your application in a folder, binder or plastic / paper wallet	<input type="checkbox"/>
② included any original documents	<input type="checkbox"/>
③ included any document or item which you need to be returned (completed application forms remain the property of HCPC)	<input type="checkbox"/>

Your payment		
I enclose a cheque / money order for the amount of £ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>		Attach a recent passport sized photograph of yourself here. Please do not staple.
<b>Please do not send cash.</b>		
For HCPC use only		
Date stamp	Date of readmission	<input type="text"/>
Amount received £ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>	Registration number	<input type="text"/>
	Registered by:	

## Section 1 Registration details

Please provide your registration number

When did you last practise your profession? (DD/MM/YYYY)

(Do not leave blank)

I am applying for registration as a / an (see guidance notes for details of protected titles)

- Arts therapist (If you have chosen arts therapist please cross the box(es) below relevant to you)
- Art psychotherapist  Art therapist
- Drama therapist  Music therapist
- Biomedical scientist
- Chiropodist / podiatrist
- Clinical scientist (If you have chosen clinical scientist please cross the box(es) below relevant to you)
- Audiology  Cellular science
- Clinical biochemistry  Embryology
- Clinical genetics  Haematology
- Clinical immunology  Histocompatibility and immunogenetics
- Clinical microbiology  Medical physics and clinical engineering
- Clinical physiology
- Dietitian
- Hearing aid dispenser
- Occupational therapist
- Orthoptist
- Operating department practitioner
- Paramedic
- Physiotherapist
- Practitioner psychologist (If you have chosen practitioner psychologist please cross the box(es) below relevant to you)
- Clinical psychologist  Counselling psychologist
- Educational psychologist  Forensic psychologist
- Health psychologist  Occupational psychologist
- Sport and exercise psychologist
- Prosthetist / orthotist
- Radiographer (If you have chosen radiographer please cross the box(es) below relevant to you)
- Diagnostic radiographer  Therapeutic radiographer
- Social worker
- Speech and language therapist



### Section 3 Character and health self declarations / Vetting and Barring schemes

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and / or character raises concerns about their ability to practise safely and effectively. Please read the accompanying guidance notes carefully before completing this section. If your answer to any of the questions below is **yes**, please indicate by placing a cross in the appropriate box and give details on a separate sheet.

Have you been convicted of a criminal offence or received a police caution (other than a protected caution or protected conviction)?

Have you been disciplined by a professional or regulatory body or your employer?

Have you had civil proceedings (other than a divorce / dissolution of marriage or civil partnership) brought against you?

Do you have any physical or mental health condition that would impair your fitness to practise the profession to which your application relates?

Are you or have you ever been barred under the Safeguarding Vulnerable Groups Act 2006 and / or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with: Children  and / or Vulnerable adults

## Section 4 Practice outside the United Kingdom (UK)

If you have practised your profession outside the UK during the last two years, you do not need to undertake a period of updating. If this applies to you, please complete this section. If you have worked for more than one employer, please photocopy or print off as many copies of this form as you need.

### Applicant details

Your title Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name(s)

Job title / position in English

Job title / position in its original language

(if applicable)

### Work details (work place / placement to which this form is relating)

Organisation

Department

Address

Town / city

County / state

Postcode / zipcode

Country

Name of manager

Contact telephone number

Contact email address

Dates of employment at the above address (DD/MM/YYYY)

From  /  /  to  /  /

### Please complete one of the sections below

Whilst I was practising outside the UK, I was registered with the following regulatory body or similar organisation.

Name of body

Address

Telephone number

Website address

Your registration number (or equivalent)

**My profession is not subject to registration, licensing or any other form of regulation in the jurisdiction where I practised.**

**Section 5 Paying your fees – please read the guidance notes on paying your fees**

Your first payment must be made by cheque or money / postal order. We do not accept bank transfers or direct debit payments for this initial fee. The fee we charge is called a readmission fee. The fee includes the first year (or part year) of registration. The fee is reduced if you are making an application for readmission within one month of the date your registration lapsed. We cannot process your application without a payment. Please make cheques payable to 'Health and Care Professions Council'.

Please choose one of the following four options.

**Option 1**

I am applying for readmission within one month of the date my name was lapsed from the Register. I **wish** to pay future fees by direct debit. I enclose a direct debit instruction and a cheque / money order for the amount of **£80**.

**Option 2**

I am applying for readmission within one month of the date my name was lapsed from the Register. I **do not** wish to pay future fees by direct debit. I enclose a cheque / money order for the amount of **£160**.

**Option 3**

I am applying for readmission and it has been over a month since my name was lapsed from the Register. I **wish** to pay future fees by direct debit. I enclose a direct debit instruction and a cheque / money order for the amount of **£200**.

**Option 4**

I am applying for readmission and it has been over a month since my name was lapsed from the Register. I **do not** wish to pay future fees by direct debit. I enclose a cheque / money order for the amount of **£280**.

**Collection Dates**

**1 January and 1 July**

Orthoptists  
Paramedics  
Radiographers

**1 February and 1 August**

Clinical scientists  
Prosthetists / orthotists  
Speech and language  
therapists

**1 March and 1 September**

Physiotherapists  
Occupational therapists

**1 April and 1 October**

Arts therapists  
Biomedical scientists  
Operating department  
practitioners  
Practitioner psychologists  
Social workers in England

**1 May and 1 November**

Dietitians

**1 June and 1 December**

Chiropodists / podiatrists  
Hearing aid dispensers

Future fee payments will be deducted in two separate instalments on or around the shown dates:

**Please complete the direct debit instruction if you have chosen option 1 or option 3**



**Instruction to your bank or building society to pay by direct debit**



Name and full postal address of your bank or building society

To the manager Bank / building society

Address

Postcode

Name(s) of account holder(s)

Bank / building society

Account number

Branch sort code  -  -

Originator's identification number 9 5 2 2 8 8

Reference Number

Instructions to your bank / building society

Please pay HCPC direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee.

The amounts are variable and will be debited every six months.

I understand that this instruction may remain with HCPC and, if so, details will be passed electronically to my bank / building society.

Date

D D M M Y Y Y Y

Signed declaration

Banks and building societies may not accept direct debit instructions for some types of account

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

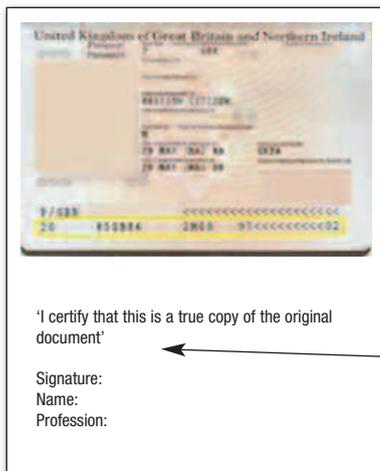
**The direct debit guarantee**



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. If there are any changes to the amount, date or frequency of your Direct Debit HCPC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HCPC to collect a payment, confirmation of the amount and date will be given to you at the time of the request. If an error is made in the payment of your Direct Debit by HCPC or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when HCPC asks you to. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Important information: Avoid having your application form sent back as incomplete

- Enclose two certified photocopies of documents to confirm your identity

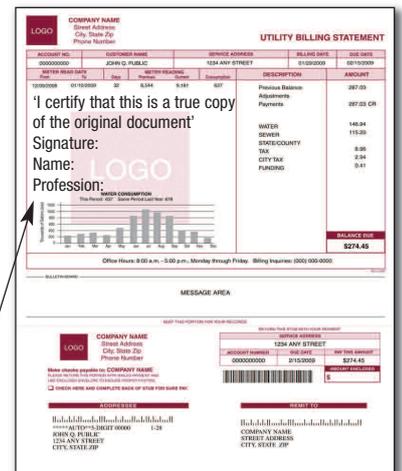


**One document containing your photograph**

For a list of acceptable documents and requirements, please refer to the application guidance notes.

Certain documents that are submitted will need to be dated in the last 6 months. Please refer to the list in the application guidance notes.

**Important:** Certification of photocopied documents must be done in the format as shown on these examples. Certification can be done on the front or back of each photocopied document. All certification signatures must be original signatures.



**One document proving your current address**

- All pages that require signatures must contain **original signatures** and be dated within the last 6 months. We cannot accept faxed, photocopied or emailed copies of pages with signatures.

- If you answered yes to any of the questions in **Section 3** of this application form (character and health self declarations / vetting and barring schemes), you **must** provide additional information on a separate sheet of paper. Applications will take longer to be processed. Please refer to the health and character policy publication for more information.

- The **character reference** page must be completed with **your details** and **your referee's details**. References should be signed and dated no more than six months before the submission of your application. All references must be completed by the referee and included with your application form to us. The reference must have the **original signature** of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.

- Certified photocopies of documents can be signed and completed by your character referee or any person of professional standing in the community. Please refer to the application guidance notes for further explanation on who can be considered a person of professional standing in the community.

- If the name you wish to be included on the HCPC Register differs from the name you qualified in or the name on your identification documents, you will need to provide a **certified** photocopy of a relevant **name change document** (eg marriage certificate / deed poll).

- If you have been out of practice for two years or more, you will need to undertake a period of updating your skills and knowledge before you can become re-registered. As well as the main application form, you must also complete the relevant return to practice forms which can be found on our website: [www.hcpc-uk.org/apply/readmission](http://www.hcpc-uk.org/apply/readmission)

- If you wish to spread the cost of registration please fill in the direct debit instruction. Leave the 'reference number' section blank as we will complete this for you. Remember to **sign and date** the **direct debit instruction**.

- You will need to **pay up-front for your readmission fee (if applicable) and first year of registration fees** by sending us a **cheque or money / postal order** payable to 'Health and Care Professions Council' as stated on the 'paying your fees' section of the application form.

## Section 6 Declarations

- **I declare** that I have read, understood and will comply with the HCPC’s standards of conduct, performance and ethics.
- **I understand** that I must have in place a professional indemnity arrangement which provides appropriate cover and I confirm that I will have this in place when I practise. **This declaration does not apply if you are applying for registration as a social worker.**
- **I confirm** that I have read the subject information statement which accompanies this application form and understand that the HCPC may process my personal data as required by the Health and Social Work Professions Order 2001 (the **Order**). I consent to the HCPC processing my personal data for the purposes set out in the subject information statement which are not required by the Order. I understand that I may, by notice in writing to the HCPC, withdraw my consent to the HCPC processing my personal data for any marketing purposes.
- **I agree** to pay the fees for my registration using the option chosen by me in Section 5.
- **I consent** to the HCPC contacting any person to obtain further information about my application or to verify the information that I have provided and agree that any person who is so contacted may provide the HCPC with any information about me which that person holds.
- **I confirm** that the information I have provided in this application is correct and understand that fraudulently procuring an entry in the HCPC Register is a criminal offence under article 39 of the Order.

Date (DD/MM/YYYY)       Signature .....

## Section 7 Character reference

**Please give this section to the person you ask to complete your character reference form.**

### **Referee's guidance on completing the character reference**

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character.

You have been asked to complete a character reference by the person who has given you this form (the applicant), because they want to be registered with the Health and Care Professions Council (HCPC).

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will a:

- bank manager or officer;
- judge, magistrate or other judicial official;
- minister of the Church, Rabbi, Imam or other recognised religious official;
- member of a parliament or other legislative body;
- serving officer in HM Armed Forces; or
- teacher or lecturer.

This is not an exhaustive list and if you have any questions as to whether you are able to provide a character reference please contact us on +44 (0)845 300 4472.

**Once completed please return the character reference directly to the applicant.**

## Character reference continued

### This form is to be completed by your character referee

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character. A character reference must be provided on this form by a person of standing in the community who is not a relative of the applicant and who has known the applicant for at least three years. For a list of acceptable referees, please refer to the guidance notes for readmission applicants.

**Please return this form to the applicant once complete.**

### Applicant details

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Profession	<input type="text"/>

### Referee details

Name	<input type="text"/>
Occupation	<input type="text"/>

If you are a member of a professional or regulatory body, please provide its name and your membership / registration number

<input type="text"/>
<input type="text"/>

Practice or business address	<input type="text"/>
------------------------------	----------------------

<input type="text"/>
----------------------

Telephone	<input type="text"/>
-----------	----------------------

Email address	<input type="text"/>
---------------	----------------------

Please state capacity in which you know the applicant (do not leave blank)	<input type="text"/>
--	----------------------

<input type="text"/>
----------------------

I confirm that I have known the applicant for **at least three years** and know of no reason why they should not practise the above profession with honesty and integrity.

The HCPC may make further enquiries in respect of the applicant and you, as referee, to verify or clarify information about the applicant and your reference. Should any of the information you have supplied in this reference not be accurate or if you have made any false claims, you may be committing a crime.

The HCPC processes your personal data as disclosed in this reference for the purpose of administering the application to which it is attached. The HCPC may contact you to ensure that your reference is accurate and may also disclose your personal data to third parties to check its accuracy, including but not limited to checking that you are a member of a professional body. Should any inaccuracies be established, your personal data may be transferred to a third party for further investigation. Should a registrant transfer to another country, your reference may be passed to any appropriate regulators in that country.

By signing this reference you confirm that the information that you have provided is accurate and that your personal data may be processed for the purposes specified above.

Date (DD/MM/YYYY)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Signature .....
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## Guidance for readmission applicants (applicants who have previously been registered)

✉ Registration Department  
184 Kennington Park Road, London, SE11 4BU

+44 (0)845 300 4472  
www.hcpc-uk.org  
registration@hcpc-uk.org

**hcpc** health & care  
professions  
council

These guidance notes are intended to help you complete the application form. They will also help you understand the application process. However, if after reading the guidance notes there is something you do not understand please contact us.

### Introduction

- About the Health and Care Professions Council (HCPC)
- How we are run
- About registration
- Applying for readmission
- Meeting our standards
- Protected titles

### About this guidance

- Applying through the readmission process
- Returners to practice
- General information on completing the forms
- Sending us your application
- What happens next?
- Contact us
- Certified documents
- Verifying your identity
- If you cannot provide photographic documentation
- Translation of documents

### Outcomes of an application

- Incomplete applications
- Successful applications
- Rejected applications
- The appeals process
- Fraudulent applications

## Section 1

### Registration details

- Previous applications

## Section 2

### Personal and contact details

- Name change
- Home address
- Work address
- Agencies

### **Section 3**

#### **Character and health self declarations / Vetting and Barring schemes**

### **Section 4**

#### **Practice outside the United Kingdom (UK) form**

### **Section 5**

#### **Paying your fees**

- Readmission fee
- Registration cycle
- Methods of payment

### **Section 6**

#### **Declarations**

- Professional indemnity

### **Section 7**

#### **Character reference**

#### **Appendix: other helpful information**

- Our standards
- Continuing professional development
- How to keep your name on the Register

#### **Data protection information**

#### **Useful terms**

### About the HCPC

We are the Health and Care Professions Council. We are a regulator of health and care professionals and our job is to protect the health and wellbeing of people who use the services of the health and care professionals registered with us.

To protect the public, we set standards that health and care professionals must meet. Our standards cover health and care professionals' education and training, behaviour, professional skills and their health. We publish a register of health and care professionals who meet our standards.

We currently regulate 16 professions.

- Arts therapists
- Biomedical scientists
- Chiropodists / podiatrists
- Clinical scientists
- Dietitians
- Hearing aid dispensers
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Practitioner psychologists
- Prosthetists / orthotists
- Radiographers
- Social workers in England
- Speech and language therapists

### How we are run

We are governed by legislation called the Health and Social Work Professions Order 2001. This lays out our responsibilities and it gives us our legal authority to carry these out. We have a Council which is made up of registered health and care professionals and members of the public. This Council sets our strategy and policy and makes sure we are fulfilling our duties under the Health and Social Work Professions Order.

### About registration

Health and care professionals must register with us in order to use the protected title(s) for their profession. This means that even if you have completed a course in, for example, physiotherapy, you are still not able to call yourself a physiotherapist unless you are registered with us.

Registration shows you meet our standards for your profession. Registration shows the public that health and care professionals are fit to practise and they are entitled to use the protected title(s) for their profession. It shows the people on our Register are part of a profession with nationally recognised standards set by law.

When we say someone is 'fit to practise', we mean they have the skills, knowledge, character and health to do their job safely and effectively.

### Applying for readmission

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; **and**
- we can contact them if we need to.

## Meeting our standards

Everyone on our Register must meet the standards of proficiency we have set. The standards of proficiency are the professional standards which health and care professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form. The standards of proficiency are made up of generic standards, which all registered health and care professionals must be able to meet, and profession-specific standards, which only apply to one profession.

## Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

<b>Part of Register</b>	<b>Title</b>
Arts therapists: Art, Drama or Music	Art psychotherapist Art therapist Drama therapist Music therapist
Biomedical scientists	Biomedical scientist
Chiropodists / podiatrists	Chiropodist Podiatrist
Clinical scientists	Clinical scientist
Dietitians	Dietitian Dietician
Hearing aid dispensers	Hearing aid dispenser
Occupational therapists	Occupational therapist
Operating department practitioners	Operating department practitioner
Orthoptists	Orthoptist
Paramedics	Paramedic
Physiotherapists	Physiotherapist Physical therapist
Practitioner psychologists	Clinical psychologist Counselling psychologist Educational psychologist Forensic psychologist Health psychologist Occupational psychologist Practitioner psychologist Registered psychologist Sport and exercise psychologist
Prosthetist / orthotist	Prosthetist / orthotist Prosthetist Orthotist
Radiographers: diagnostic or therapeutic	Radiographer Diagnostic radiographer Therapeutic radiographer
Social workers	Social worker
Speech and language therapists	Speech and language therapist Speech therapist

### Applying through the readmission application process

The readmission application form is for those who have previously been registered with the HCPC, the Health Professions Council (HPC) or our predecessor the Council for Professions Supplementary to Medicine (CPSM).

### Returners to practice

If you have been out of practice for more than two years you will need to undertake a period of updating your skills and knowledge before you can become re-registered. As well as the main application form, you must also complete the relevant return to practice forms which can be found on our website: [www.hcpc-uk.org/apply](http://www.hcpc-uk.org/apply)

### General information on completing the forms

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible.

### Please do not send us original documents unless otherwise specified.

### Sending us your application

Please send your application when you are ready to start practising your profession and / or using the protected title(s). Your application should be sent to the Registration Department at the contact address on the front of this form. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned. The fee payable is set at £120 (which is non-refundable) plus the registration fee. If you cannot be registered your registration fee will be refunded and you will be notified in writing.

It is advisable to take a photocopy of your application for your records. It is also advisable to send your form to us by a secure method of delivery.

### What happens next?

Applications are usually processed within ten working days but this time may vary depending on the volume of applications received. Please also note, if we need to carry out verification checks on your qualifications, previous employment or any other aspect of your application it may take considerably longer. Once we have processed your application our online Register is immediately updated. It is the best way for you to check you are registered and for your employer to verify your registration status. The Register can be viewed on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)

### Contact us

If you cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

### Certified documents

In the section below, we explain what documents you must send with your application to verify your identity. These documents **must be certified** as a true copy of the original by a person of professional standing in the community. This means that the person you ask to certify your document(s) must write on it 'I **certify** that this is a true copy of the original document' and must sign it and print their name and professional title. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will:

- a bank manager;
- a Justice of the Peace or other judicial official;
- a Minister of the Church, Rabbi, Imam or other recognised religious official;

- a Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces;
- a teacher / lecturer; or
- a registered health and care professional.

This is not an exhaustive list and if you have any questions as to whether a person is considered to be a person of professional standing in the community please contact us.

### **Verifying your identity**

We ask all applicants to provide us with a legible **certified** photocopy of:

- a document containing your photograph; **and**
- a document proving your current address.

Documents you may consider sending us include:

- current signed full passport;
- national identification card and / or other valid documentation relating to immigration status and permission to work in the UK;
- current UK photo card driving licence (**Please note, the photo card and the paper part of your driving licence are considered one document**);
- current full UK driving licence (old version)
- current benefit book or card or original notification letter from the Department for Work and Pensions (DWP) confirming right to benefit;
- recent HMRC tax notification;
- marriage / civil partnership certificate;
- confirmation from an Electoral Register\*;
- recent utility bill\*;
- local authority tax bill (valid for the current year);
- bank, building society or credit union statement or passbook containing current address\*;
- recent mortgage statement from a recognised lender\*;
- current local council rent card or tenancy agreement.

\* If these documents are submitted, the date should be within the last six months. If you are sending a bank or building society or credit union statement please black out the account number and sort code details.

### **If you cannot provide photographic documentation**

If you are unable to provide photographic documentation, you should provide us with a passport sized photograph of yourself. This should be endorsed on the back with the signature of a person of standing in the community who has known you for at least three years. The photograph should be accompanied by a signed statement from that person, indicating the period of time that you have been known to them. They should also provide us with their contact details. Please refer to Section 7 (character reference) for a list of acceptable people.

### **Translation of documents**

If you submit documents that are not in English, you must also provide us with certified English translations. If you are applying from abroad, the British Embassy, Consulate or High Commission may be able to help you find a translator. In the UK, your own Embassy, Consulate or High Commission may be able to help.

## **Please note**

- All application forms are the property of HCPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items / documents.
- Please make sure your contact details are kept up to date.
- The character reference and the declaration of information must be dated within six months of the date your application is received by HCPC.
- We process applications for registration and tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HCPC when you are not.

## **Outcomes of an application**

### **Incomplete applications**

If your application is incomplete we will return it and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, universities, places of work and referees.

### **Successful applications**

If your application is successful, we will:

- put your name on the Register;
- send you a letter on the day we register you; and
- send you a registration certificate and authentication card

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available Register shows:

- name;
- registration number;
- profession of registrant;
- duration of current registration;
- approximate geographical area in which the registrant practises (eg Guildford - not full address);
- registration status; and
- annotation (if applicable)

### **Rejected applications**

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and registration fee.

If you appeal, you will need to provide the grounds for your appeal (i.e. why you believe that the decision taken is wrong) and follow the appeals procedure.

### **The appeals process**

If your application is rejected you have 28 days following the date of the letter rejecting your application to write to us setting out concise grounds of appeal against the decision. We will then provide you with further information on the appeals process.

## **Fraudulent applications**

If you falsify information about your identity or any other aspect of your application, the HCPC will suspend your application pending an investigation. If such information becomes known to us after you have been registered, an investigation will be launched and your registration may be suspended or terminated. It is a criminal offence to fraudulently obtain registration with the HCPC. You may be committing a criminal offence if you supply false information and you may be prosecuted.

## **Section 1 Registration details**

### **Previous applications**

If you have previously applied for registration with the HCPC, the Health Professions Council (HPC) or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us your registration number and the date you last practised your profession.

## **Section 2 Contact details**

It is essential that your personal contact details are kept up to date. This is a requirement of the Health and Social Work Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

### **Name change**

If the name you wish to be included on the HCPC Register differs from the name you qualified in or the name on your identification documents, you will need to provide a **certified** photocopy of the relevant document (eg marriage certificate / deed poll).

### **Home address**

We ask you to give us your main home address. This address is not published on the publicly available register, but is required by us for all HCPC correspondence. You can change your address over the telephone or by writing to us.

### **Work address**

The work address you give us should be for your main place of work. Members of the public will be able to see on our Register the approximate geographical area in which you practise (eg Guildford). If you are not currently practising you can leave this section blank and contact us as soon as you are able to give us a work address. You can change your address over the telephone or by writing to us.

**If you change your home or work address either during the application process or after you are registered, you must notify us.**

### **Agencies**

All correspondence from the HCPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

## Section 3 Character and health self declarations / Vetting and Barring schemes

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and character raises concerns about their ability to practise safely and effectively.

When making decisions about character, we look at whether someone is of 'good character' or whether there is any evidence of past actions which might suggest that the person is not of 'good character'. Evidence that someone might not be of 'good character' could include evidence of untrustworthiness, dishonesty, actions which harmed a service user or a member of the public or actions which might affect the public's confidence in the registered professions.

When we talk about 'health' we mean health conditions which may affect an applicant's fitness to practise. We are not asking whether an applicant is 'healthy'. This is because someone may be unwell or may have a health condition which they manage appropriately but they may still be able to practise their profession safely. We do not need information about any health condition unless it affects your fitness to practise. We recognise that a disability may not be seen as a health condition. So, we only need information about a disability or health condition if it affects your fitness to practise.

Having a disability should not be seen as a barrier to becoming a health and care professional. We have produced guidance for disabled applicants called A disabled person's guide to becoming a health and care professional which you should refer to for more information on this issue.

If you answer 'yes' to any of the questions in this section, please read our brochure Guidance on health and character which can be found on our website at [www.hcpc-uk.org/publications](http://www.hcpc-uk.org/publications)

### Character

The Rehabilitation of Offenders Act 1974 does not apply to an application for admission to the HCPC Register. This means that you must declare to us any convictions or police cautions that you have received, even if they are 'spent' under that Act, other than a protected caution or protected conviction. Failure to do so may result in an investigation which could lead to you being removed from the Register.

A caution is protected from disclosure six years after it was accepted. If the offender was under 18 when the caution was accepted then that period is reduced to two years.

A conviction is protected from disclosure after 11 years. If the offender was under 18 when convicted then that period is reduced to five and a half years. In either case a conviction will only be protected if the offender received a noncustodial sentence and has no other convictions.

A caution or conviction will NOT be protected if it is for a 'listed offence' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to the HCPC.

Further guidance on listed Offences may be found on the Disclosure and Barring Service website ([www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)).

### Health

You are also asked to provide us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

## Vetting and Barring

Vetting and Barring schemes have been introduced across the UK to make sure that unsuitable individuals are not able to work with children or vulnerable adults.

You must tell us if you have been barred under either the Protection of Vulnerable Groups Act 2006 and / or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with children or vulnerable adults.

### Section 4 Practice outside the United Kingdom (UK)

If you completed your approved qualification more than five years ago, but have practised your profession outside the UK during the last two years, you do not need to undertake a period of updating. If this applies to you, please complete this form at Section 4 of the form.

If you have worked for more than one employer, please photocopy or print off as many copies of this section as you need.

### Section 5 Paying your fees

#### Readmission fee

The fee we ask you to send with your application is called a readmission fee. This is a non-refundable payment of £200 and includes the first year (or part year) of registration. We cannot process your application without this payment. The readmission fee is not payable if your name was lapsed from the Register less than a month from the date we receive your application.

You must also pay your registration fee at the point you apply for readmission. The registration fee for the two year registration cycle is £160 (£80 per year). If you apply to be registered at any point during the professional year, even if only for a few days, you will need to pay the full £80. Payments must be made in UK Sterling and drawn on a bank based in the UK. Your payment should be crossed and made payable to 'Health and Care Professions Council'. Please write your full name and full address on the reverse side of your payment and ensure that it is not post-dated. If you do not need registration immediately in order to work, you may wish to check when your new professional year starts and apply for registration at the start of a new professional year. The table below shows the registration cycles for each profession. Please then refer to the set of options in the application form.

#### Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. The table below details the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientists	1 December – 30 November
Chiropodists / podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Hearing aid dispensers	1 August – 31 July
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November
Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Practitioner psychologists	1 June – 31 May
Prosthetists / orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Social workers in England	1 December – 30 November
Speech and language therapists	1 October – 30 September

Before you send us your application you need to decide whether you wish to pay the full registration fee or spread the cost by paying by direct debit. If you complete the direct debit mandate, please leave the 'Reference Number' section blank.

## Section 6 Declarations

HCPC can only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HCPC Register. If you do this, you may be subject to prosecution.

### Professional indemnity

If you are a registrant (other than a social worker in England), you now have to make sure that you have a professional indemnity arrangement in place as a condition of your registration with us. This means the following.

- You must make sure you have a professional indemnity arrangement in place when you practise. This could be an arrangement provided:
  - through your employer if you are employed;
  - as part of membership of a professional body, trade union or defence organisation; or
  - directly from an insurer.

Or, it could be a combination of the above.

- You must make sure that the professional indemnity arrangement you have in place provides appropriate cover. This means that the cover needs to be appropriate to the risks involved in your practice so that enough compensation will be paid if a successful claim is made against you.
- If you are employed, your employer's indemnity arrangements are very likely to provide appropriate cover for the activities that you perform as part of your job.
- If you are self-employed, you will need to make sure that you have put in place your own arrangements for professional indemnity.
- If you carry out both employed and self-employed work, you need to make sure that you have professional indemnity arrangements in place which provide appropriate cover for all parts of your practice.
- If you are registered with us but are not currently practising, you do not need to have a professional indemnity arrangement in place. However, you will need to make sure that you do have this arrangement when you begin to practise.
- If you are registered with us as a social worker, this condition of registration does not apply to you.

For further information, please visit [www.hcpc-uk.org/registrants/indemnity/](http://www.hcpc-uk.org/registrants/indemnity/)

## Section 7 Character reference

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This means that your referee must have a reputation in the community. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will:

- a bank manager;
- a Justice of the Peace or other judicial official;

- a Minister of the Church, Rabbi, Imam or other recognised religious official;
- a Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces;
- a teacher or lecturer; or
- a registered health and care professional.

This is not an exhaustive list and if you have any questions as to whether a person is considered to be a person of standing in the community please contact us.

### **Important points**

- The character reference must be completed on a HCPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember that if you provide fraudulent references you may be prosecuted.

### **After you have obtained your character reference**

When your referee has completed your character reference, it should be returned to you. Please keep this in a safe place and send it in to us with the rest of your application.

## **Appendix: other helpful information**

### **Our standards**

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org) or by contacting us directly. Please see page one for our contact details.

### **Continuing professional development**

As a condition of your registration with us, you need to undertake continuing professional development (CPD). Every time you renew your registration, you need to sign to confirm you are undertaking CPD (for social workers this will apply from 2014). Whenever your profession renews its registration, a sample of your profession will be randomly selected for audit, to check our CPD standards are being met. To find out more about CPD, our standards and the audit process, please see our brochure *Your guide to our standards for continuing professional development*.

### **How to keep your name on the Register**

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, you must:

- pay your registration renewal fee;
- renew your registration online; **and**
- if you are randomly selected, submit your CPD audit information.

We will send you more information about renewing your registration around three months before your registration expires.

### Subject information statement

The Health and Care Professions Council (HCPC) processes your personal data (as defined by the Data Protection Act 1998 (the 1998 Act)) for the following purposes:

- administering your application to register with the HCPC and any subsequent renewals;
- maintaining and publishing the health and care professions Register;
- undertaking regulatory activities for the purposes of the Health and Social Work Professions Order 2001;
- ensuring that you comply with our standards, including but not limited to, ensuring compliance with continuing professional development and educational requirements;
- investigating complaints made about you;
- investigating complaints made by you;
- publishing the results of any complaints made about you or by you;
- transferring your personal data to any other authorised body investigating your activities;
- transferring your name, profession, registration number, registration dates and approximate location of your practice to any member of the public requesting the information and making it available through the publication of the health and care professions Register;
- transferring your personal data to professional advisors and other third parties involved with the regulation of health and care professionals;
- statutory and regulatory compliance;
- monitoring equality and diversity information;
- reviewing your medical records and history, including but not limited to any medical reference supplied, to ensure that your health does not impair your fitness to practice;
- maintaining photographic images of you to ensure your identity;
- informing you about the activities of HCPC;
- marketing the activities of the HCPC;
- transferring your personal data to any business directory so as to ensure only authorised people advertise their services in such directories;
- keeping you informed about any changes to practice or legislation that may affect your practice;
- responding to requests for information from other regulators both within the European Economic Area and worldwide;
- keeping you informed about any developments, activities or products of third parties which may affect or assist your practice; and
- achieving the general and statutory objectives of the HCPC.

We collect personal information from you when you communicate with us by any media. We may also collect personal data which relate to you from third parties.

We may contact you by means of electronic communication, including but not limited to email or SMS for the purposes set out above. We will only undertake activities considered to be electronic marketing if permitted to do so by the Privacy and Electronic Communications (EC Directive) Regulations 2003.

## **Sensitive personal data**

Certain personal information is categorised by the 1998 Act as 'Sensitive Personal Data'.

In some circumstances, the HCPC will process your sensitive personal data. We are required to hold such sensitive personal data by the Health and Social Work Professions Order 2001 and therefore we do not need to obtain your consent to undertake this processing. In general, the sensitive personal data collected by HCPC is limited to information in connection with:

- your racial or ethnic origin;
- your physical or mental health or condition;
- your membership of a trade union;
- the commission or alleged commission by you of any offence;
- any proceeding taken against you for any offence committed or alleged to have been committed by you; and
- your sexual life.

## **Anonymisation**

The HCPC is required to provide statistical information to a number of different bodies; it also undertakes its own research. In such circumstances it only provides anonymised data.

## **Permitted processing**

The HCPC ensures that it is permitted to process your personal data. If no statutory condition applies to the form of processing we undertake, we can only undertake such processing with your consent. You may withdraw your consent to our processing your personal data for some of the above purposes by writing to the address at the end of this statement.

If a statutory condition applies allowing the HCPC to process your personal data and you withdraw consent to process your personal data this will not necessarily mean that HCPC ceases to process your personal data as the HCPC keeps personal data on registrants for their lifetime.

## **Sharing your information**

In some circumstances the HCPC may be required by law to share sensitive personal data about you to a third party. Otherwise the HCPC does not share sensitive personal data outside of the HCPC Group without your consent. Your personal data may be shared as set out in the above purposes. If you do not wish us to share your personal data with any third party for marketing purposes, please write to us at the address at the end of this statement.

## **European Economic Area (EEA)**

Please note that information displayed on our Website or sent to the HCPC over the internet may be transferred outside of the EEA, where data protection laws are not as strong as within the EEA. The information displayed on the website is provided as it is necessary for the public interest. In relation to any information you send via the internet or email, if you have any concerns in relation to such transfers, you should not use the internet or email as a means of communication with the HCPC.

## **Monitoring of telephone calls and emails**

Your telephone calls and emails to us may be recorded and monitored for quality control purposes. We may also intercept communications made to individual members of staff at the HCPC when this is required for business purposes.

**Notification**

The HCPC has notified the Information Commissioner that it processes personal data. The notification number is Z6621691.

If you have any queries relating to this statement, please contact us by letter at the following address:

The Health and Care Professions Council  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

## Useful terms

**Agencies** – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

**Applicant** – the person making the application for entry to the Register.

**Continuing professional development (CPD)** – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HCPC publication Continuing professional development and your registration).

**Data controller** – a person who either jointly, alone or in common with other people determines the purposes for which and the manner in which any personal data are, or are to be, processed.

**Data processor** – any person other than an employee of the data controller, who processes the personal data on behalf of the data controller.

**Data protection policy** – this is the HCPC's statement of how we apply and comply with the rules contained within the Data Protection Act 1998.

**Data subject** – an individual on whom personal data are processed.

**Declaration** – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

**Home address** – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HCPC as we may need to contact you regarding your application.

**HCPC** – Health and Care Professions Council

**Health and Social Work Professions Order 2001** – the legislation that governs the registration process and confers the responsibilities and authority to the HCPC to apply and administer the registration process.

**Personal data** – means:

- any data from which the identity of a living individual can be determined, either by itself or with other data processed by data controller; and
- any information such as name and address, email address, telephone number and general contact details, personal data includes images on film, photographs and telephone voice recordings.

**Processing** – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data including:

- organisation, adaptation or alteration of the information or data;
- retrieval, consultation or use of the information or data;
- disclosure of the information or data by transmission, dissemination or otherwise making available; or
- alignment, combination, blocking, erasure or destruction of the information or data.

**Relative** – has been broadly defined by the Health and Care Professions Council (Registration and Fees) Rules 2003 (as amended) to include in relation to any person:

- (a) his spouse or civil partner;
- (b) any lineal ancestor, lineal descendent, brother, sister, aunt, uncle, nephew, niece or first cousin, of his or of his spouse or civil partner; or
- (c) the spouse or civil partner of any relative mentioned in paragraph (b),

and for the purposes of deducing any such relationship ‘spouse or civil partner’ includes a former spouse or civil partner, a partner to whom the person is not married, and a partner of the same sex.

**Sensitive personal data** – means personal data consisting of information as to:

- the racial or ethnic origin of the data subject;
- political opinion;
- religious beliefs or other beliefs of a similar nature;
- whether a member of a trade union;
- physical or mental health or condition;
- sexual life;
- the commission or alleged commission of any offence; or
- any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

**Work address** – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiropodist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.

 **Please read the guidance notes before completing this form.**

**International application for registration** (for applicants who have gained a qualification to practice their profession outside the UK)

Registration Department  
184 Kennington Park Road, London, SE11 4BU

+44 (0)845 300 4472 or +44 (0)20 7582 5460

www.hcpc-uk.org

registration@hcpc-uk.org



**Before completing your application form you will need to read the guidance notes for International applicants and the standards of proficiency for your profession. Please complete this form in BLOCK CAPITALS using a black pen.**

Your title  Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Your profession

**Once you have completed this application form, please make a photocopy of it and all of the supporting documents for your own records. Please send your application by a secure postal method if you want to be certain of delivery.**

**Please ensure any payments are stapled to the front of your application form.**

**Please make sure you have included the following documents with your application. Failure to do so will result in your application being returned to you.**

Checklist – please check to ensure you have enclosed the following items with your application	Please cross
① A completed application form	<input type="checkbox"/>
② A 'Paying your scrutiny fee' form with scrutiny fee of £440	<input type="checkbox"/>
③ A photocopy of an eligible language test certificate or declaration that English is your first language or proof of exemption by virtue of being an EEA citizen	<input type="checkbox"/>
④ A completed, signed and dated HCPC character reference form	<input type="checkbox"/>
⑤ <b>Certified*</b> copies of two appropriate documents to confirm your identity	<input type="checkbox"/>
⑥ <b>Certified*</b> evidence of any change of name (if applicable)	<input type="checkbox"/>
⑦ A legible <b>certified*</b> copy of your qualification certificate(s) and certified translation (if applicable)	<input type="checkbox"/>
⑧ A certificate of professional status from the regulator in the country where you last practised (if applicable). Applicants wishing to exercise EEA mutual recognition rights, please include the attestation of legal establishment in another EEA state.	<input type="checkbox"/>
⑨ Professional reference(s)	<input type="checkbox"/>
⑩ A legible certified course information form (not a photocopy)	<input type="checkbox"/>
⑪ Background check consent form	<input type="checkbox"/>

\* Please refer to guidance notes for more information regarding certification of documents.

Please also check that you have <b>not</b> :	Please cross
① placed your application in a folder, binder or plastic / paper wallet	<input type="checkbox"/>
② included any original documents	<input type="checkbox"/>
③ included any document or item which you need to be returned (completed application forms remain the property of HCPC)	<input type="checkbox"/>

Your scrutiny fee	
<input type="checkbox"/> I enclose a cheque / money order for the amount of £440 ( <b>please do not send cash</b> ).	Attach a recent passport sized photograph of yourself here. Please do not staple.
<input type="checkbox"/> I wish to pay by credit / debit card and enclose a 'paying your scrutiny fee' form with my account details.	

For HCPC use only	
Date stamp	Date of registration <input type="text"/>
Amount received £ <input type="text"/> . <input type="text"/>	Registration number <input type="text"/>
Application number <input type="text"/>	Registered by:
Application checked by:	

**Section 1 Registration details**

Have you ever previously applied for registration with the HCPC or the Health Professions Council (HPC)? Yes  No

If yes, please give your application number

**Social workers only**

Have you ever been registered, or applied for registration, with the GSCC or the care council in Scotland, Wales or Northern Ireland? Yes  No

If yes, please provide your registration (or application) number

I am applying for registration as a / an (see guidance notes for details of protected titles)

- Arts therapist (If you have chosen arts therapist please cross the box(es) below relevant to you)
  - Art psychotherapist
  - Art therapist
  - Drama therapist
  - Music therapist
- Biomedical scientist
- Chiropodist / podiatrist
- Clinical scientist (If you have chosen clinical scientist please cross the box(es) below relevant to you)
  - Audiology
  - Cellular science
  - Clinical biochemistry
  - Embryology
  - Clinical genetics
  - Haematology
  - Clinical immunology
  - Histocompatibility and immunogenetics
  - Clinical microbiology
  - Medical physics and clinical engineering
  - Clinical physiology
- Dietitian
- Hearing aid dispenser
- Occupational therapist
- Orthoptist
- Operating department practitioner
- Paramedic
- Physiotherapist
- Practitioner psychologist (If you have chosen practitioner psychologist please cross the box(es) below relevant to you)
  - Clinical psychologist
  - Counselling psychologist
  - Educational psychologist
  - Forensic psychologist
  - Health psychologist
  - Occupational psychologist
  - Sport and exercise psychologist
- Prosthetist / orthotist
- Radiographer (If you have chosen radiographer please cross the box(es) below relevant to you)
  - Diagnostic radiographer
  - Therapeutic radiographer
- Social worker
- Speech and language therapist





## Section 5 Character and health self declarations / Vetting and Barring schemes

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and / or character raises concerns about their ability to practise safely and effectively. Please read the accompanying guidance notes carefully before completing this section. If your answer to any of the questions below is **yes**, please indicate by placing a cross in the appropriate box and give details on a separate sheet.

Have you been convicted of a criminal offence or received a police caution (other than a protected caution or protected conviction)?

Have you been disciplined by a professional or regulatory body or your employer?

Have you had civil proceedings (other than a divorce / dissolution of marriage or civil partnership) brought against you?

Do you have any physical or mental health condition that would impair your fitness to practise the profession to which your application relates?

Are you or have you ever been barred under the Safeguarding Vulnerable Groups Act 2006 and / or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with: Children  and / or Vulnerable adults



## Section 7 Language proficiency

Please refer to point seven of the standards of conduct performance and ethics. Every registrant must ensure that they can communicate effectively with patients, clients, users, carers and other professionals.

Is English your **first** language? **You should only indicate that English is your first language if it is the main or only language you use on a day-to-day basis.** Having studied English or undertaken education or training at an institution where the medium of instruction is English does not necessarily mean that English is your first language.

Yes  No

If no, you must provide proof of your English proficiency **unless you are exempt because you are a citizen of a relevant European State.** Please refer to guidance notes for details of recognised language tests and the minimum acceptable scores. Please state **either**:

1) which language test you have included and state your score;  
.....

**or**

2) the relevant European State of which you are a citizen (this must be confirmed by a certified photocopy of the relevant page of your passport) or other evidence of citizenship.  
.....

Austria	Estonia	Latvia	Portugal
Belgium	Finland	Liechtenstein	Romania
Bulgaria	France	Lithuania	Slovakia
Croatia	Germany	Luxembourg	Slovenia
Cyprus	Greece	Malta	Spain
Czech Republic	Hungary	The Netherlands	Sweden
Denmark	Iceland	Norway	Switzerland
Éire (Republic of Ireland)	Italy	Poland	United Kingdom

**Please note: All applicants for the speech and language therapist Part of the Register for whom English is not their first language must provide required language proficiency test result (see guidance notes). This requirement extends to citizens of relevant European states.**

## Section 8 Career history

Please provide a summary of your career history. Please provide this in reverse chronological order with most recent post first.

Employer's name	
Your job title in English	
Your job title in its original language (if applicable)	
Address	
Town / city	
County / state	
Postcode / zipcode	
Country	

Contact name (eg supervisor)	
Job title of contact	
Work telephone number	

Employment start date (DD/MM/YYYY)							
Employment end date (DD/MM/YYYY)							

(leave blank if you are still in this employment)

**Please complete the sections below:**

**That profession / occupation was subject to regulation by the following regulatory body**

Name of regulatory body	
Address	
Telephone number	
Email	
Website address	
Your registration number (or equivalent)	



**Career history (continued)**

Employer's name

Your job title in English

Your job title in its original language (if applicable)

Address

Town / city

County / state

Postcode / zipcode

Country

Contact name (eg supervisor)

Job title of contact

Work telephone number

Employment start date (DD/MM/YYYY)

Employment end date (DD/MM/YYYY)

(leave blank if you are still in this employment)

**Please complete the sections below:**

**That profession / occupation was subject to regulation by the following regulatory body**

Name of regulatory body

Address

Telephone number

Email

Website address

Your registration number (or equivalent)



**Career history (continued)**

Employer's name

Your job title in English

Your job title in its original language (if applicable)

Address

Town / city

County / state

Postcode / zipcode

Country

Contact name (eg supervisor)

Job title of contact

Work telephone number

Employment start date (DD/MM/YYYY)

Employment end date (DD/MM/YYYY)

(leave blank if you are still in this employment)

**Please complete the sections below:**

**That profession / occupation was subject to regulation by the following regulatory body**

Name of regulatory body

Address

Telephone number

Email

Website address

Your registration number (or equivalent)



**Section 9 Professional reference**

**Referee's guidance on completing the professional reference form**

You have been asked to complete a professional reference by the person who has given you this form because they want to be registered with the Health and Care Professions Council (HCPC).

You can complete this reference only if you are or have been responsible for managing or supervising the applicant's professional practice or professional training (eg student internship).

Please provide as much detail as possible and continue on extra sheets of paper if you need to.

The professional reference may be used by the HCPC to verify whether the applicant is a safe and effective professional. A professional reference is to be provided on this form by a person who is or has been responsible for managing or supervising the applicant's professional practice or student internship.

The HCPC may make further enquiries of the applicant or the referee in order to verify or clarify any part of this reference.

**Professional reference form 1**

**This section is to be completed by the applicant.**

**Applicant details**

Your title  Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name(s)

Job title / position in English

Job title / position in its original language (if applicable)

**Work details** (work place / placement to which this reference is relating)

Employer's name

Address

Town / city

County / state

Postcode / zipcode

Country

Work telephone number

Email

Please use the space below to tell us any additional information. Please use extra sheets if necessary.

.....  
.....  
.....  
.....

**The rest of this form should be completed in full by the referee.**

Your title  Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name(s)

Job title / position

Work address (current)

Street name

Town / city

County / state

Postcode / zip code

Country

Telephone number

Mobile number

Email address

**Please use the following section to tell us about the applicant.**

Qualifications

.....  
.....  
.....  
.....

In what capacity is the applicant known to you (eg employee, student, volunteer)?

.....  
.....  
.....



**Section 9 Professional reference (continued)**

**Referee's guidance on completing the professional reference form**

You have been asked to complete a professional reference by the person who has given you this form because they want to be registered with the Health and Care Professions Council (HCPC).

You can complete this reference only if you are or have been responsible for managing or supervising the applicant's professional practice or professional training (ie student internship).

Please provide as much detail as possible and continue on extra sheets of paper if you need to.

The professional reference may be used by the HCPC to verify whether the applicant is a safe and effective professional. A professional reference is to be provided on this form by a person who is or has been responsible for managing or supervising the applicant's professional practice or student internship.

The HCPC may make further enquiries of the applicant or the referee in order to verify or clarify any part of this reference.

**Professional reference form 2**

**This section is to be completed by the applicant.**

**Applicant details**

Your title  Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name(s)

Job title / position in English

Job title / position in its original language (if applicable)

**Work details** (work place / placement to which this reference is relating)

Employer's name

Address

Town / city

County / state

Postcode / zipcode

Country

Work telephone number

Email

Please use the space below to tell us any additional information. Please use extra sheets if necessary.

.....  
.....  
.....  
.....

**The rest of this form should be completed in full by the referee.**

Your title  Mr  Mrs  Miss  Ms  other (please specify)

Your first name

Your surname / family name

Previous name(s)

Job title / position

Work address (current)

Street name

Town / city

County / state

Postcode / zipcode

Country

Telephone number

Mobile number

Email address

**Please use the following section to tell us about the applicant.**

Qualifications

.....  
.....  
.....  
.....

In what capacity is the applicant known to you (eg employee, student, volunteer)?

.....  
.....  
.....





## Section 11 Declarations

- **I declare** that I have read, understood and will comply with the HCPC’s standards of conduct, performance and ethics.
- **I understand** that I must have in place a professional indemnity arrangement which provides appropriate cover and I confirm that I will have this in place when I practise. **This declaration does not apply if you are applying for registration as a social worker.**
- **I confirm** that I have read the subject information statement which accompanies this application form and understand that the HCPC may process my personal data as required by the Health and Social Work Professions Order 2001 (the **Order**). I consent to the HCPC processing my personal data for the purposes set out in the subject information statement which are not required by the Order. I understand that I may, by notice in writing to the HCPC, withdraw my consent to the HCPC processing my personal data for any marketing purposes.
- **I agree** to pay the scrutiny fee using the option chosen by me in Section 10.
- **I consent** to the HCPC contacting any person to obtain further information about my application or to verify the information that I have provided and agree that any person who is so contacted may provide the HCPC with any information about me which that person holds.
- **I confirm** that the information I have provided in this application is correct and understand that fraudulently procuring an entry in the HCPC Register is a criminal offence under article 39 of the Order.

Date (DD/MM/YYYY)       Signature .....

Print name

## Section 12 Character reference

**Please give this section to the person you ask to complete your character reference form.**

### **Referee's guidance on completing the character reference**

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character.

You have been asked to complete a character reference by the person who has given you this form (the applicant), because they want to be registered with the Health and Care Professions Council (HCPC).

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will a:

- bank manager or officer;
- judge, magistrate or other judicial official;
- minister of the Church, Rabbi, Imam or other recognised religious official;
- member of a parliament or other legislative body;
- serving officer in HM Armed Forces; or
- teacher or lecturer.

This is not an exhaustive list and if you have any questions as to whether you are able to provide a character reference please contact us on +44 (0)845 300 4472 or +44 (0)20 7582 5460.

**Once completed please return the character reference directly to the applicant.**

**Character reference continued**

**This form is to be completed by your character referee**

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character. A character reference must be provided on this form by a person of standing in the community who is not a relative of the applicant and who has known the applicant for at least three years. For a list of acceptable referees, please refer to the guidance notes for international applicants.

**Please return this form to the applicant once complete.**

**Applicant details**

Name

Address

Profession in English

Profession in its original language (if applicable)

**Referee details**

Name

Occupation

If you are a member of a professional or regulatory body, please provide its name and your membership / registration number

Practice or business address

Telephone

Email address

Please state capacity in which you know the applicant (do not leave blank)

I confirm that I have known the applicant for **at least three years** and know of no reason why they should not practise the above profession with honesty and integrity.

The HCPC may make further enquiries in respect of the applicant and you, as referee, to verify or clarify information about the applicant and your reference. Should any of the information you have supplied in this reference not be accurate or if you have made any false claims, you may be committing a crime.

The HCPC processes your personal data as disclosed in this reference for the purpose of administering the application to which it is attached. The HCPC may contact you to ensure that your reference is accurate and may also disclose your personal data to third parties to check its accuracy, including but not limited to checking that you are a member of a professional body. Should any inaccuracies be established, your personal data may be transferred to a third party for further investigation. Should a registrant transfer to another country, your reference may be passed to any appropriate regulators in that country.

By signing this reference you confirm that the information that you have provided is accurate and that your personal data may be processed for the purposes specified above.

Date (DD/MM/YYYY)     Signature .....81.....



✉ Registration Department  
184 Kennington Park Road, London, SE11 4BU

☎ +44 (0)845 300 4472 or +44 (0)20 7582 5460

🌐 www.hcpc-uk.org

✉ registration@hcpc-uk.org

**hcpc** health & care  
professions  
council

These guidance notes are intended to help you complete the application form. They will also help you understand the application process. However, if after reading the guidance notes there is something you do not understand please contact us.

## Introduction

- About the Health and Care Professions Council (HCPC)
- How we are run
- About registration
- Applying for registration
- Meeting our standards
- Protected titles

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### **About the HCPC**

We are the Health and Care Professions Council. We are a regulator of health and care professionals and our job is to protect the health and wellbeing of people who use the services of the health and care professionals registered with us.

To protect the public, we set standards that health and care professionals must meet. Our standards cover health and care professionals' education and training, behaviour and professional skills. We publish a Register of health and care professionals who meet our standards.

We currently regulate 16 professions.

- Arts therapists
- Biomedical scientists
- Chiropodists / podiatrists
- Clinical scientists
- Dietitians
- Hearing aid dispensers
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Practitioner psychologists
- Prosthetists / orthotists
- Radiographers
- Social workers in England
- Speech and language therapists

### **How we are run**

We are governed by legislation called the Health and Social Work Professions Order 2001. This lays out our responsibilities and it gives us our legal authority to carry these out. We have a Council which is made up of registered health and care professionals and members of the public. This Council sets our strategy and policy and makes sure we are fulfilling our duties under the Health and Social Work Professions Order.

### **About registration**

Health and care professionals must register with us in order to use the protected title for their profession. This means that even if you have completed a course in, for example, physiotherapy, you are still not able to call yourself a physiotherapist unless you are registered with us.

Registration shows you meet our standards for your profession. Registration shows the public that health and care professionals are fit to practise and they are entitled to use the protected title(s) for their profession. It shows the people on our Register are part of a profession with nationally recognised standards set by law.

When we say someone is 'fit to practise', we mean they have the skills, knowledge and character and health to do their job safely and effectively.

### **Applying for registration**

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; and
- we can contact them if we need to.

## Meeting our standards

Everyone on our Register must meet the standards of proficiency we have set. The standards of proficiency are the professional standards which health and care professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form. The standards of proficiency are made up of generic standards, which all registered health and care professionals must be able to meet, and profession-specific standards, which apply to each profession.

## Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our Register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

<b>Part of Register</b>	<b>Title</b>
Arts therapists: Art, Drama or Music	Art psychotherapist Art therapist Drama therapist Music therapist
Biomedical scientists	Biomedical scientist
Chiropodists / podiatrists	Chiropodist Podiatrist
Clinical scientists	Clinical scientist
Dietitians	Dietitian Dietician
Hearing aid dispensers	Hearing aid dispenser
Occupational therapists	Occupational therapist
Operating department practitioners	Operating department practitioner
Orthoptists	Orthoptist
Paramedics	Paramedic
Physiotherapists	Physiotherapist Physical therapist
Practitioner psychologists	Clinical psychologist Counselling psychologist Educational psychologist Forensic psychologist Health psychologist Occupational psychologist Practitioner psychologist Registered psychologist Sport and exercise psychologist
Prosthetist / orthotist	Prosthetist / orthotist Prosthetist Orthotist
Radiographers: diagnostic or therapeutic	Radiographer Diagnostic radiographer Therapeutic radiographer
Social workers	Social worker
Speech and language therapists	Speech and language therapist Speech therapist

### Applying through the international application process

The international application form is for those who do not hold an approved UK qualification but have gained their professional qualification outside of the United Kingdom (UK).

### General information on completing the forms

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible.

**Please do not send us original documents unless otherwise specified.**

### Sending us your application

Please send your application when you are ready to start practising your profession and / or using the protected title(s).

### Important points

- Please ensure the address you provide is accurate and that you can be sure to receive correspondence from us.
- We cannot guarantee the outcome of an application, so you are advised not to make arrangements that are reliant on you being registered (eg starting a job).
- Applicants that choose to make travel or work arrangements before knowing the outcome of their application do so at their own risk.
- It is preferable to apply directly to HCPC. However, if you apply with the assistance of an agency make sure they are reputable and be aware that you remain responsible for the information you supply on your application form.

### What happens next?

The average processing time for applications may vary depending on the volume of applications received. However, HCPC will endeavour to:

- acknowledge receipt of an application within one month of the date of receipt; and
- assess your application and advise you of the initial decision within a further three months from the date of acknowledgment.

If your application is approved, we will contact you to ask you to pay a registration fee. Once this fee has been received and processed, you will be allocated a registration number and your name will appear on the HCPC online Register. The online Register is available to view on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org). This is the best way for you to check you are registered and for your employer to verify your registration status.

### Contact us

If you cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

## Certified documents

In the section below, we explain what documents you must send with your application to verify your identity. These documents **must be certified** as a true copy of the original by a person of professional standing in the community. This means that the person you ask to certify your document(s) must write on it 'I **certify** that this is a true copy of the original document' and must sign it and print their name and professional title. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will a:

- a bank manager;
- a Justice of the Peace or other judicial official;
- a minister of the Church, Rabbi, Imam or other recognised religious official;
- a Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces;
- a teacher or lecturer; or
- a registered health and care professional.

This is not an exhaustive list and if you have any questions as to whether a person is considered to be a person of professional standing in the community please contact us.

## Verifying your identity

We ask all applicants to provide us with a legible **certified** photocopy of:

- a document containing your photograph; **and**
- a document proving your current address.

Documents you may consider sending us include:

- current signed full passport;
- national identification card and / or other valid documentation relating to immigration status and permission to work in the UK;
- current valid driving licence;
- current benefit book or card or original notification letter from the appropriate government department;
- marriage or civil partnership certificate;
- confirmation from an Electoral Register\*;
- recent utility bill\*;
- local authority tax bill (valid for the current year);
- bank, building society or credit union statement or passbook containing current address\*;
- recent mortgage statement from a recognised lender\*;
- current local council rent card or tenancy agreement.

\* If these documents are submitted, the date should be within the last six months. If you are sending a bank or building society or credit union statement please black out the account number and sort code details.

The Health and Care Professions Council (Registration and Fees) Rules 2003 authorises the HCPC to seek additional information about a registration applicant from any person or source it considers appropriate, for the purpose of satisfying itself as to the good character of that applicant. As your application may be subject to such further background checks, please complete and return the background check consent form in section 13 of the application pack.

## If you cannot provide photographic documentation

If you are unable to provide photographic documentation, you should provide us with a passport sized photograph of yourself. This should be endorsed on the back with the signature of a person of standing in the community who has known you for at least three years. The photograph should be accompanied by a signed statement from that person, indicating the period of time that you have been known to them. They should also provide us with their contact details.

## Translation of documents

If you submit documents that are not in English, you must also provide us with certified English translations. If you are applying from abroad, the British Embassy, Consulate or High Commission may be able to help you find a translator. In the UK, your own Embassy, Consulate or High Commission may be able to help.

### Please note:

- All completed application forms are the property of HCPC and should be returned to us. Please do not send us documents which you would like to be returned to you.
- Please read the checklist carefully and provide all the appropriate items / documents.
- Please make sure your contact details are kept up to date.
- All references and the declaration of information must be dated within six months of the date your application is received by HCPC.
- We will process your application and endeavour to tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HCPC when you are not.

## Application process overview

All applications are checked in HCPC's offices for completeness; once they are deemed to be complete they are ready to be assessed by registration assessors (members of the relevant profession).

The assessment is based on the standards of proficiency for each profession.

The assessors pass their recommendations to the Education and Training Committee who make the decision on your application.

The HCPC also conducts verification checks to confirm an applicant's professional experience, education and training.

## Two types of international applications: EEA and International

Applicants who are citizens of an EU or EEA member state or Switzerland and who are fully qualified to practise in a relevant European State other than the United Kingdom may have **mutual recognition rights** under EU Directive 2005/36/EU.

For this purpose a relevant European state means the member states of the European Union (EU), the European Economic Area (EEA) and Switzerland:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Éire (Republic of Ireland), Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.

To assert your mutual recognition rights you must show that you are an EU, EEA or Swiss national or an exempt person (by providing a certified copy of your passport or other relevant documentation) and establish that you are fully qualified to practise in a relevant European State other than the United Kingdom (for example, by providing the proof of legal establishment to practice in another European State).

We refer to those exercising mutual recognition rights as '**EEA applicants**'.

We refer to those who do not hold mutual recognition rights as '**International applicants**'.

### Incomplete applications

If your application is incomplete we will return it and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, universities, places of work and referees.

### Successful applications

If your application is successful, we will:

- put your name on the Register subject to payment of your registration fee;
- send you a letter on the day we register you; and
- send you a registration certificate and authentication card.

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available Register shows:

- name;
- registration number;
- profession of registrant;
- duration of current registration;
- approximate geographical area in which the registrant practises (eg Guildford - not full address);
- registration status; and
- annotation (if applicable).

### Providing further verification

If a decision cannot be made based on your application, you may be asked to provide further verification to support your application for registration.

### International applicants

#### Test of competence

If a decision cannot be made based on your application, you may be asked to undertake a test of competence. A test of competence may cover any of the following for the purposes of determining whether you are proficient in relation to:

- knowledge and understanding of the nature and ethical basis of your profession;
- understanding the key concepts of the bodies of knowledge relevant to your profession;
- assessment, before and during the provision of professional services\* and the preparation of case histories or exemplars;
- the selection of appropriate professional services\*;
- the delivery of professional services\*, the evaluation of the response to them and their effectiveness;
- giving advice concerning any professional services\*;
- communication with service users, other professionals and other service providers, which may include assessment of the need for referrals or second opinions; and
- record keeping.

\*For this purpose 'professional services' means any treatment, therapy, consultation, intervention or other provision of services.

A test of competence may be conducted as an oral or written test (or both) and may include a test requiring a practical demonstration. A test of competence will be conducted by assessors who will be registered practitioners from the same part of the Register.

## **Rejected applications**

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and registration fee.

Your right of appeal against the final decision to reject your application arises if you believe that:

- the decision to reject your application is wrong; and
- you meet the standards of proficiency; and
- you meet the HCPC's character and health requirements.

If you appeal, you will need to provide the grounds for your appeal (i.e. why you believe that the decision taken is wrong) and follow the appeals procedure.

## **EEA applicants**

### **Adaptation period and aptitude test**

Those applicants with mutual recognition rights may be asked to undergo an adaptation period in case they do not meet all the standards of proficiency relevant to their profession at the point of application. They may also choose to take an aptitude test in place of their recommended adaptation period.

## **Fraudulent applications**

If you falsify information about your identity or any other aspect of your application, the HCPC will suspend your application pending an investigation. If such information becomes known to us after you have been registered, an investigation will be launched and your registration may be suspended or terminated. It is a criminal offence to fraudulently obtain registration with the HCPC. You may be committing a criminal offence if you supply false information and you may be prosecuted.

## **The appeals process**

If your application is rejected you have 28 days following the date of the letter rejecting your application to write to us setting out concise grounds of appeal against the decision. We will then provide you with further information on the appeals process.

## Section 1 Registration details

### Previous applications

If you have previously applied for registration with the HCPC, the Health Professions Council (HPC) or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us:

- your application number;
- when you applied (an approximate date if you cannot remember exactly);
- the type of application you made (eg UK, international, grandparenting); and
- any further information (eg you withdrew your application).

### Social workers only

The GSCC is the General Social Care Council, which was the regulator of the social work profession and education in England until 1 August 2012. The other three UK care councils are the Scottish Social Services Council (SSSC), the Care Council for Wales (CCW) and the Northern Ireland Social Care Council (NISCC) in Scotland, Wales and Northern Ireland respectively. If you have ever been registered or applied for registration with any of the above councils, please tell us:

- your registration (or application) number;
- when you applied (an approximate date if you cannot remember exactly); and
- any further information (eg you withdrew your application).

## Section 2 Contact details

It is essential that your personal contact details are kept up to date. This is a requirement of the Health and Social Work Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

### Name change

If the name you wish to be included on the HCPC Register differs from the name you qualified in or the name on your identification documents, you will need to provide a **certified** photocopy of the relevant document (eg marriage certificate / deed poll).

### Home address

We ask you to give us your main home address. This address is not published on the publicly available Register, but is required by us for all HCPC correspondence. You can change your address over the telephone or by writing to us.

### Work address

The work address you give us should be for your main place of work if it is relevant to your profession. Members of the public will be able to see on our Register the approximate geographical area in which you practise. If you are not currently practising you can leave this section blank and contact us as soon as you are able to give us a work address. You can change your address over the telephone or by writing to us.

**If you change your home or work address either during the application process or after you are registered, you must notify us.**

### Agencies

All correspondence from HCPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

### **Section 3 Regulatory body membership**

If your profession is regulated in the jurisdiction where you currently live or work you should enter the details of your registration here. A distinction should be made between a regulatory body and a professional body. You can enter details of membership of any professional body in Section 4.

Section 3 should be used to inform us of any registration you may currently (or most recently) have with a regulatory body. Please tell us the title under which you are registered in the original language. If you have been registered with a number of regulatory bodies in the past please complete the details in Section 8 (career history) of the application form relating to each position you have held.

If your profession is not currently regulated in your home jurisdiction it will not affect your application. Your application will be assessed on whether or not you meet our standards of proficiency. Similarly, if you are registered with another regulatory body their standards may be different from ours and therefore it does not guarantee that you will be accepted for registration with HCPC. You must still demonstrate that you meet the HCPC standards of proficiency.

Applicants exercising mutual recognition rights should provide a certified attestation of legal establishment to practice in another relevant European State.

### **Section 4 Professional body membership**

If you are a member of any professional body please enter the details in Section 4 of the application form.

### **Section 5 Character and health self declarations / Vetting and Barring schemes**

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and character raises concerns about their ability to practise safely and effectively.

When making decisions about character, we look at whether someone is of 'good character' or whether there is any evidence of past actions which might suggest that the person is not of 'good character'. Evidence that someone might not be of 'good character' could include evidence of untrustworthiness, dishonesty, actions which harmed a service user or a member of the public or actions which might affect the public's confidence in the registered professions.

When we talk about 'health' we mean health conditions which may affect an applicant's fitness to practise. We are not asking whether an applicant is 'healthy'. This is because someone may be unwell or may have a health condition which they manage appropriately but they may still be able to practise their profession safely. We do not need information about any health condition unless it affects your fitness to practise. We recognise that a disability may not be seen as a health condition. So, we only need information about a disability or health condition if it affects your fitness to practise.

Having a disability should not be seen as a barrier to becoming a health and care professional. We have produced guidance for disabled applicants called A disabled person's guide to becoming a health and care professional which you should refer to for more information on this issue.

If you answer 'yes' to any of the questions in this section, please read our brochure Guidance on health and character which can be found on our website at [www.hcpc-uk.org/publications](http://www.hcpc-uk.org/publications)

#### **Character**

The Rehabilitation of Offenders Act 1974 does not apply to an application for admission to the HCPC Register. This means that you must declare to us any convictions or police cautions that you have received, even if they are 'spent' under that Act, other than a protected caution or protected conviction. Failure to do so may result in an investigation which could lead to you being removed from the Register.

A caution is protected from disclosure six years after it was accepted. If the offender was under 18 when the caution was accepted then that period is reduced to two years.

A conviction is protected from disclosure after 11 years. If the offender was under 18 when convicted then that period is reduced to five and a half years. In either case a conviction will only be protected if the offender received a noncustodial sentence and has no other convictions.

A caution or conviction will NOT be protected if it is for a 'listed offence' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to the HCPC.

Further guidance on listed Offences may be found on the Disclosure and Barring Service website ([www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)).

## **Health**

You are also asked to provide us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

## **Vetting and Barring**

Vetting and Barring schemes have been introduced across the UK to make sure that unsuitable individuals are not able to work with children or vulnerable adults.

You must tell us if you have been barred under either the Protection of Vulnerable Groups Act 2006 and / or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with children or vulnerable adults.

## **Section 6 Education and training**

You should enter details of your professional qualification here. Your professional qualification may be a diploma, certificate, degree or another qualification relevant to the profession in which you wish to register. You can also include any supplementary training or qualification you may have done in relation to your chosen profession (eg training courses, seminars). However, we do not usually need details of your general education (eg high school or secondary school) unless it is directly relevant to your practice as a health and care professional.

If you have gained further qualifications in your chosen professional field you can enter the details in the space provided and continue on a separate sheet if necessary.

## **Course information**

You must include a course information form with your application. Failure to do so will result in your application being returned to you. The course information form provides us with details of the theoretical and practical content of the courses you have successfully undertaken. The course information form is not in your application pack, but is available on the HCPC website as a Microsoft Word file. The form must be downloaded and sent to your training institution or university as an email attachment. Alternatively direct them to the HCPC website: [www.hcpc-uk.org/apply/international/forms/](http://www.hcpc-uk.org/apply/international/forms/)

The training institution or university can type the information into the field boxes - which can be expanded according to the text that is entered.

The information provided should include the scope of the course content and the method by which the assessment was made. They are advised to use the profession specific standards of proficiency as a guide. This information may be taken from a syllabus, but must only include those parts of the course you have studied. In addition, we ask that you specify the percentage of practical assessment that contributed to the overall course. You must provide a breakdown of the number of theoretical and practical hours by module. This information is likely to be several pages long.

If sufficient detail is provided, the training institution or university may wish to retain the form as a template for future use when applicants with the same course background apply in the future.

Please ensure that the form is stamped with the training institution or university's official seal before they send it back to you.

Please provide contact details for course administrator / leader. This will help us conduct necessary verification checks.

## Section 7 Language proficiency

Each registrant must be confident that they can communicate effectively in English in order to meet our standards of proficiency unless you are exempt because you are a citizen of a relevant European State.

You must declare whether English is your first language or not. You should only indicate English is your first language if it is the **main** or **only** language you use on a day-to-day basis.

Having studied English or undertaken education or training at an institution where the medium of instruction is English does not necessarily mean that English is your first language. If English is not your first language then you must provide proof of your English language proficiency, unless you are exempt as explained below.

Applicants whose first language is not English and who are required to provide a language test certificate as evidence of their proficiency must ensure that it is, or is comparable to, IELTS level 7.0 with no element below 6.5.

Please note that from the 1st April 2012 the HCPC will only accept the following tests and scores:

LANGUAGE TEST	SPEECH AND LANGUAGE THERAPISTS*	ALL OTHER PROFESSIONS
INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)	8.0 with no element below 7.5	7.0 with no element below 6.5
TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) Internet Based Test (IBT)	Minimum score of 118/120	Minimum score of 100/120

\* Speech and language therapists: this Standard applies to both EEA and International applicants. This requirement is higher for speech and language therapists than for all other professions, as communication in English is a core professional skill (see 1b.3 of the standards of proficiency).

All other previously accepted tests will no longer be considered.

### Exemption from language proficiency test

If you are a citizen of a relevant European State you are exempt from providing proof of English language proficiency, unless you are applying for registration as a **speech and language therapist**. However, if you are admitted to the register, you must meet the standards of proficiency for your profession, which include a requirement to be able to communicate in English to an appropriate level.

### Citizenship of relevant European State

To be exempt from providing proof of English language competence you must provide evidence that you are a citizen of a relevant European State. This will usually be a **certified** copy of your passport or a **certified** copy of your national identity card.

### Relevant European Status

The relevant European States are:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Éire (Republic of Ireland), Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

## Dual nationality

If you hold dual nationality status and one or more of those nationalities are of a relevant European State then you are also exempt from providing proof of your English language proficiency.

## Section 8 Career history

If you have experience in addition to your training and qualifications, please enter details of your career history in reverse order, with your most recent position first. Provide as much detail as you can to illustrate to the assessors that you meet the standards of proficiency for your profession. Explain any significant gaps in your career history on additional sheet of paper.

## Section 9 Professional reference(s)

You must provide us with **at least one professional reference** in order for us to assess your application'.

The professional reference should be given by someone who has been your supervisor / line manager or otherwise responsible for you in a professional capacity. We cannot consider a reference provided by someone who is related to you by birth, marriage or a relationship similar to marriage.

We will consider all forms of reference, whether a simple statement about your time in practice or a more detailed statement about the nature of your practice. You must use the professional reference form(s) and additional sheets as necessary.

We ask you to complete the first section of the professional reference form before you send the form to your referee.

### Important points

- The professional reference must be completed on a HCPC professional reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your professional reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you in a sealed envelope and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember that if you provide fraudulent references you may be prosecuted.

### After you have obtained your professional reference

When your referee has completed your professional reference, it should be returned to you. Keep this with your character reference and send to us with the rest of your application.

## Section 10 Paying your fee

### Scrutiny fee

The fee we ask you to send with your application is called a scrutiny fee. This is a one off non-refundable payment of £440. We cannot process your application without this payment.

### Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. We will advise you of the registration fee when your application has been processed and approved. The table below shows the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientists	1 December – 30 November
Chiropractors / podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Hearing aid dispensers	1 August – 31 July
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November
Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Practitioner psychologists	1 June – 31 May
Prosthetists / orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Social workers in England	1 December – 30 November
Speech and language therapists	1 October – 30 September

### Methods of payment

You can choose to pay your scrutiny fee by cheque, money order, bankers draft or by credit / debit card. Payments must be made in UK sterling and drawn on a bank based in the UK. Your payment should be crossed and made payable to Health and Care Professions Council. Please write your full name on the reverse side of your payment and ensure that it is not post-dated. You should allow at least five working days for your payment to reach us (ten if sending from outside the UK).

## Section 11 Declarations

HCPC can only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HCPC Register. If you do this, you may be subject to prosecution.

### Professional indemnity

If you are a registrant (other than a social worker in England), you now have to make sure that you have a professional indemnity arrangement in place as a condition of your registration with us. This means the following.

- You must make sure you have a professional indemnity arrangement in place when you practise. This could be an arrangement provided:
  - through your employer if you are employed;
  - as part of membership of a professional body, trade union or defence organisation; or
  - directly from an insurer.

Or, it could be a combination of the above.

- You must make sure that the professional indemnity arrangement you have in place provides appropriate cover. This means that the cover needs to be appropriate to the risks involved in your practice so that enough compensation will be paid if a successful claim is made against you.
- If you are employed, your employer's indemnity arrangements are very likely to provide appropriate cover for the activities that you perform as part of your job.
- If you are self-employed, you will need to make sure that you have put in place your own arrangements for professional indemnity.
- If you carry out both employed and self-employed work, you need to make sure that you have professional indemnity arrangements in place which provide appropriate cover for all parts of your practice.
- If you are registered with us but are not currently practising, you do not need to have a professional indemnity arrangement in place. However, you will need to make sure that you do have this arrangement when you begin to practise.
- If you are registered with us as a social worker, this condition of registration does not apply to you.

For further information, please visit [www.hcpc-uk.org/registrants/indemnity/](http://www.hcpc-uk.org/registrants/indemnity/)

## Section 12 Character reference

Before being registered under the Health and Social Work Professions Order 2001 an applicant must satisfy the HCPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This means that your referee must have a reputation in the community. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will:

- a bank manager;
- a Justice of the Peace or other judicial official;
- a Minister of the Church, Rabbi, Imam or other recognised religious official;
- a Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces;
- a teacher or lecturer; or
- a registered health and care professional.

This is not an exhaustive list and if you have any questions as to whether a person is considered to be a person of standing in the community please contact us.

### Important points

- The character reference must be completed on a HCPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.

- We cannot accept references sent directly to us by your referee.
- Please remember that if you provide fraudulent references you may be prosecuted.

### **After you've obtained your character reference**

When your referee has completed your character reference, it should be returned to you. Keep this with your professional reference and send it in to us with the rest of your application.

## **Section 13 Background check consent form**

### **All applicants must sign and return a background check consent form**

Your registration will be subject to verification of background information entailing investigative reports and references from employers, academic and professional bodies. The information you provide in your application may be verified and comprehensive background enquiries may be undertaken by the HCPC and / or the HCPC's agents and their representatives. The information may be used outside of the European Economic Area if appropriate. The information you provide may be disclosed to referees, government bodies and such other third parties as may be reasonably necessary. Please note that fraudulently procuring an entry in the HCPC Register is a criminal offence under article 39 of the Health and Social Work Professions Order 2001.

### Our standards

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org) or by contacting us directly. Please see page one for our contact details.

### Continuing professional development

As a condition of your registration with us, you need to undertake continuing professional development (CPD). Every time you renew your registration, you need to sign to confirm you are undertaking CPD (for social workers this will apply from 2014). Whenever your profession renews its registration, a sample of your profession will be randomly selected for audit, to check our CPD standards are being met. To find out more about CPD, our standards and the audit process, please see our brochure *Your guide to our standards for continuing professional development*.

### How to keep your name on the Register

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, you must:

- pay your registration renewal fee;
- renew your registration online; **and**
- if you are randomly selected, submit your CPD audit information.

We will send you more information about renewing your registration around three months before your registration expires.

### **We will send you a registration renewal form around three months before your registration expires.**

### Refugee applications

If within last five years you have been granted refugee status or given leave to enter or remain in the United Kingdom on humanitarian protection grounds you do not have to pay the application scrutiny fee.

You will need to send us with your application a letter from the Home Office that confirms you have refugee or humanitarian protection status.

You must provide us with as much information as possible with your application. If you are unable to provide all of the information needed (for example, because documents have been destroyed or you cannot obtain them), you must include a letter which explains why you cannot provide it.

Please call the Registration Department between 8am – 6pm (UK time) Monday to Friday on +44 (0)845 300 4472 or +44 (0)20 7582 5460.

For refugee allied health professionals seeking advice and information on how to find jobs, gain experience and other useful assistance, the following Department of Health (DoH) sponsored website is a useful resource: [www.rose.nhs.uk](http://www.rose.nhs.uk)

### Subject information statement

The Health and Care Professions Council (HCPC) processes your personal data (as defined by the Data Protection Act 1998 (the 1998 Act)) for the following purposes:

- administering your application to register with the HCPC and any subsequent renewals;
- maintaining and publishing the health and care professions Register;
- undertaking regulatory activities for the purposes of the Health and Social Work Professions Order 2001;
- ensuring that you comply with our standards, including but not limited to, ensuring compliance with continuing professional development and educational requirements;
- investigating complaints made about you;
- investigating complaints made by you;
- publishing the results of any complaints made about you or by you;
- transferring your personal data to any other authorised body investigating your activities;
- transferring your name, profession, registration number, registration dates and approximate location of your practice to any member of the public requesting the information and making it available through the publication of the health and care professions Register;
- transferring your personal data to professional advisors and other third parties involved with the regulation of health and care professionals;
- statutory and regulatory compliance;
- monitoring equality and diversity information;
- reviewing your medical records and history, including but not limited to any medical reference supplied, to ensure that your health does not impair your fitness to practice;
- maintaining photographic images of you to ensure your identity;
- informing you about the activities of HCPC;
- marketing the activities of the HCPC;
- transferring your personal data to any business directory so as to ensure only authorised people advertise their services in such directories;
- keeping you informed about any changes to practice or legislation that may affect your practice;
- responding to requests for information from other regulators both within the European Economic Area and worldwide;
- keeping you informed about any developments, activities or products of third parties which may affect or assist your practice; and
- achieving the general and statutory objectives of the HCPC.

We collect personal information from you when you communicate with us by any media. We may also collect personal data which relate to you from third parties.

We may contact you by means of electronic communication, including but not limited to email or SMS for the purposes set out above. We will only undertake activities considered to be electronic marketing if permitted to do so by the Privacy and Electronic Communications (EC Directive) Regulations 2003.

## **Sensitive personal data**

Certain personal information is categorised by the 1998 Act as 'Sensitive Personal Data'.

In some circumstances, the HCPC will process your sensitive personal data. We are required to hold such sensitive personal data by the Health and Social Work Professions Order 2001 and therefore we do not need to obtain your consent to undertake this processing. In general, the sensitive personal data collected by HCPC is limited to information in connection with:

- your racial or ethnic origin;
- your physical or mental health or condition;
- whether a member of a trade union;
- the commission or alleged commission by you of any offence;
- any proceeding taken against you for any offence committed or alleged to have been committed by you; and
- your sexual life

## **Anonymisation**

The HCPC is required to provide statistical information to a number of different bodies; it also undertakes its own research. In such circumstances it only provides anonymised data.

## **Permitted processing**

The HCPC ensures that it is permitted to process your personal data. If no statutory condition applies to the form of processing we undertake, we can only undertake such processing with your consent. You may withdraw your consent to our processing your personal data for some of the above purposes by writing to the address at the end of this statement.

If a statutory condition applies allowing the HCPC to process your personal data and you withdraw consent to process your personal data this will not necessarily mean that HCPC ceases to process your personal data as the HCPC keeps personal data on registrants for their lifetime.

## **Sharing your information**

In some circumstances the HCPC may be required by law to share sensitive personal data about you to a third party. Otherwise the HCPC does not share sensitive personal data outside of the HCPC Group without your consent. Your personal data may be shared as set out in the above purposes. If you do not wish us to share your personal data with any third party for marketing purposes, please write to us at the address at the end of this statement.

## **European Economic Area (EEA)**

Please note that information displayed on our Website or sent to the HCPC over the internet may be transferred outside of the EEA, where data protection laws are not as strong as within the EEA. The information displayed on the website is provided as it is necessary for the public interest. In relation to any information you send via the internet or email, if you have any concerns in relation to such transfers, you should not use the internet or email as a means of communication with the HCPC.

## **Monitoring of telephone calls and emails**

Your telephone calls and emails to us may be recorded and monitored for quality control purposes. We may also intercept communications made to individual members of staff at the HCPC when this is required for business purposes.

**Notification**

The HCPC has notified the Information Commissioner that it processes personal data. The notification number is Z6621691.

If you have any queries relating to this statement, please contact us by letter at the following address:

Health and Care Professions Council  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

## Useful terms

**Agencies** – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

**Applicant** – the person making the application for entry to the Register.

**Continuing professional development (CPD)** – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HCPC publication Continuing professional development and your registration).

**Data controller** – a person who either jointly, alone or in common with other people determines the purposes for which and the manner in which any personal data are, or are to be, processed.

**Data processor** – any person other than an employee of the data controller, who processes the personal data on behalf of the data controller.

**Data protection policy** – this is the HCPC's statement of how we apply and comply with the rules contained within the Data Protection Act 1998.

**Data subject** – an individual on whom personal data are processed.

**Declaration** – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

**Home address** – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HCPC as we may need to contact you regarding your application.

**HCPC** – Health and Care Professions Council

**Health and Social Work Professions Order 2001** – the legislation that governs the registration process and confers the responsibilities and authority to the HCPC to apply and administer the registration process.

**Personal data** – means:

- any data from which the identity of a living individual can be determined, either by itself or with other data processed by data controller; and
- any information such as name and address, email address, telephone number and general contact details, personal data includes images on film, photographs and telephone voice recordings.

**Processing** – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data including:

- organisation, adaptation or alteration of the information or data;
- retrieval, consultation or use of the information or data;
- disclosure of the information or data by transmission, dissemination or otherwise making available; or
- alignment, combination, blocking, erasure or destruction of the information or data.

**Relative** – has been broadly defined by the Health and Care Professions Council (Registration and Fees) Rules 2003 (as amended) to include in relation to any person:

- (a) his spouse or civil partner;
- (b) any lineal ancestor, lineal descendent, brother, sister, aunt, uncle, nephew, niece or first cousin, of his or of his spouse or civil partner; or
- (c) the spouse or civil partner of any relative mentioned in paragraph (b),

For the purposes of deducing any such relationship ‘spouse or civil partner’ includes a former spouse or civil partner, a partner to whom the person is not married, and a partner of the same sex.

**Sensitive personal data** – means personal data consisting of information as to:

- the racial or ethnic origin of the data subject;
- political opinion;
- religious beliefs or other beliefs of a similar nature;
- whether a member of a trade union;
- physical or mental health or condition;
- sexual life;
- the commission or alleged commission of any offence; or
- any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

**Work address** – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiropodist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.

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## Information for registrants

How to  
renew your  
registration

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# Introduction

## About this document

This information is intended to help you renew your registration with the Health and Care Professions Council (HCPC). It will also help you understand the renewal process. However, if after reading this document there is something you do not understand, please contact us.

## About us

We are the Health and Care Professions Council (HCPC). We regulate health and care professionals in the UK and our main aim is to protect the public. To do this, we:

- set standards for registrants’ education, professional skills and behaviour;
- keep a register of professionals who meet those standards;
- approve programmes that allow students to apply to join our Register when they complete them; and
- take action when professionals on our Register do not meet our standards.

## How we are run

We were created by legislation called the Health and Social Work Professions Order 2001. This lays out our responsibilities and it gives us our legal authority to carry these out. We have a Council which is made up of registered health and care professionals and members of the public. This Council sets our strategy and policy and makes sure we are fulfilling our duties under the Health and Social Work Professions Order.

## Renewing your registration with the HCPC

You need to renew your registration every two years. To make sure that your name stays on the Register, you need to:

- pay your registration fee; and
- complete a professional declaration.

You will not be able to renew your registration unless you do both of these things. **Please remember that payment alone is not sufficient to keep your name on the Register.**

Before you renew your registration please read this booklet carefully.

### Using the online system

Renewing your registration online is quick and easy. You can also change your address and other contact details if necessary and download a direct debit instruction should you wish to change to this method of payment. To access the online system, visit the HCPC website at [www.hcpc-uk.org](http://www.hcpc-uk.org) and click on the 'My Account' link at the top of the home page.

### Step 1 - Activate your online account

Before you can renew online you need to activate your online account. You will need your registration number and exclusive activation code. If you have not previously activated your account you will receive a reminder of your activation code at the start of your renewal period. If you have lost your activation code you can request a reminder of it to be sent by email. You will be asked to confirm your date of birth and postcode.

### Step 2 - Set up your email address and password

To finalise the activation process, you will be asked to provide us with your email address. We encourage you to give us your personal email address (rather than a work address) to ensure that you receive important future information about your registration renewal. You will also be asked to set up a password. Please choose a memorable password and do not share this with anyone, including HCPC employees. You will be asked for three random characters from your password each time you log into the online system.

### Step 3 - Log in to your online account using your authentication code

Your authentication code can be found on your most recent registration card and you will receive a reminder at the start of your renewal period. You will need your authentication code every time you log in to your online account. If you have lost your authentication code, you can request that a new code is sent to you. For security reasons, this code cannot be sent by email and will be sent to you by post. Please allow at least ten working days for your new code to arrive.

### Step 4 - Review home page and check your contact and payment details

When you have logged into your account, a message will be displayed on your home page telling you when your registration is due to expire and that you need to renew your registration. It is essential that your personal details are kept up-to-date. This is a requirement of the Registration and Fees Rules 2003. The home page displays your contact details. Please check these very carefully to ensure the information we hold is accurate. If necessary, you can update your contact details using the links provided. You can also check here whether you currently pay your fee by direct debit. Click on the 'Renew online now' link to proceed.

## Home address

We ask you to give us your main home address. This address is not published on the publicly available Register, but is required by us for all HCPC correspondence.

## Work address

The work address you give us should be for your main place of work. Members of the public will only be able to see the approximate geographical area in which you practise (eg Guildford). If you are not currently practising, you can leave this section blank and contact us as soon as you are able to give us a work address.

## Telephone number(s)

Please provide us with your contact telephone numbers.

## Email address

To help improve the service we provide to you, please tell us your email address. If you do not wish to receive communications from us by email, simply leave the space blank.

## Name change

If you have changed your name you will not be able to update this using the online system. You must send us a **certified photocopy** of any relevant document (eg marriage certificate). Please make sure that you write your registration number clearly on the document.

## Certified documents

The documents you send us must be certified as a true copy of the original by a person of professional standing in the community. This means that the person you ask to certify your document(s) must write on it 'I certify that this is a true copy of the original document' and must sign it and print their name and professional title. A professional person (eg a doctor, solicitor or accountant) will be recognised as a person of standing in the community as will:

- a bank manager;
- a Justice of the Peace or other judicial official;
- a minister of the Church, Rabbi, Imam or other recognised religious official;
- a Member of Parliament, Member of Scottish Parliament, Member of Northern Ireland Assembly or Member of the Welsh Assembly;
- an Officer in HM Armed Forces;
- a registered professional; or
- a teacher or lecturer.

## Step 5 - Complete your professional declaration

You must make a professional declaration once every two years in order to stay registered. By making a professional declaration you are confirming that you have:

- continued to practise your profession since your last registration; **or**
- not practised your profession since your last registration but have met the HCPC's returning to practice requirements.

You must indicate which applies to you by clicking in one of the two boxes. You are also confirming that:

- you continue to meet the HCPC's standards of proficiency for the safe and effective practice of your profession;
- since your last registration there has been no change relating to your good character (***this includes any conviction or caution, if any, that you are required to disclose***), or any change to your health that may affect your ability to practise safely and effectively;
- you continue to meet the HCPC's standards for continuing professional development; **and**
- you either have a professional indemnity arrangement in place which provides appropriate cover **or** you are not practising at the time of your renewal but understand the requirement to have in place a professional indemnity arrangement which provides appropriate cover and will have this in place when you practise.

**Please note: if you are a social worker in England you do not need to meet this requirement.**

You must confirm each of the above statements by clicking each box.

If you cannot complete any part of the declaration you should contact the Registrar in writing, explaining your circumstances.

## More about completing your professional declaration

The declaration is in several parts, each of which is explained here in more detail.

### Returners to practice

We ask you to confirm that you have practised your profession since you last renewed your registration.

For the purposes of renewing your registration, or determining whether our returning to practice requirements need to be met, 'practising your profession' means drawing on your professional skills and / or knowledge in the course of your work. For example, if you are working in education, management or research, you are still practising your profession.

If you have been out of practice for more than two years you will need to undertake a period updating your skills and knowledge before you can become registered. You must complete and return a paper renewal form with a letter explaining that you have not practised your profession. You must also tell us how long you have been out of practice. Your name will be retained to the Register and you will have six months from the start of the next registration cycle in which to undertake your period of updating. You can request a paper renewal form through our website at [www.hcpc-uk.org/registrants/renew](http://www.hcpc-uk.org/registrants/renew)

Once you have completed your period of updating you must complete the returning to practice forms which can be found on our website at [www.hcpc-uk.org/apply](http://www.hcpc-uk.org/apply)

### Standards of proficiency

You will find copies of the standards of proficiency on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)

## Character and health

### Health

When we talk about 'health' we mean health conditions which may affect your fitness to practise. We are not asking whether a registrant is 'healthy'. This is because someone may be unwell or may have a health condition which they manage appropriately but they may still be able to practise their profession safely. We do not need information about any health condition unless it affects your fitness to practise. We recognise that a disability may not be seen as a health condition so, we only need information about a disability or health condition if it affects your fitness to practise.

Telling us about a health condition does not necessarily mean we will not renew your registration. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application for renewal.

### Character

The Rehabilitation of Offenders Act 1974 does not apply to an application for registration renewal. This means that you must declare to us any convictions or police cautions that you have received, even if they are 'spent' under that Act, other than a protected caution or protected conviction. Failure to do so may result in an investigation which could lead to you being removed from the Register. A caution is protected from disclosure six years after it was accepted. If the offender was under 18 when the caution was accepted then that period is reduced to two years. A conviction is protected from disclosure after 11 years. If the offender was under 18 when convicted then that period is reduced to five and a half years. In either case a conviction will only be protected if the offender received a noncustodial sentence and has no other convictions. A caution or conviction will NOT be protected if it is for a 'listed offence' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to the HCPC.

Further guidance on listed Offences may be found on the Disclosure and Barring Service website ([www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)).

### Continuing professional development

You must confirm that you are undertaking continuing professional development (CPD). When the renewal window opens for each profession we select a random percentage to be audited for CPD. If you are selected we will write to you asking you to submit a CPD profile which will be assessed to ensure our standards are being met. More information can be found in Your guide to our standards for continuing professional development, which can be downloaded from our website at [www.hcpc-uk.org/publications](http://www.hcpc-uk.org/publications)

### Professional indemnity

If you are a registrant (other than a social worker in England), you now have to make sure that you have a professional indemnity arrangement in place as a condition of your registration with us. This means the following.

- You must make sure you have a professional indemnity arrangement in place when you practise. This could be an arrangement provided:
  - through your employer if you are employed;
  - as part of membership of a professional body, trade union or defence organisation; or
  - directly from an insurer.
- Or, it could be a combination of the above.
- You must make sure that the professional indemnity arrangement you have in place provides appropriate cover. This means that the cover needs to be appropriate to the risks involved in your practice so that enough compensation will be paid if a successful claim is made against you.
- If you are employed, your employer's indemnity arrangements are very likely to provide appropriate cover for the activities that you perform as part of your job.



- If you are self-employed, you will need to make sure that you have put in place your own arrangements for professional indemnity.
  - If you carry out both employed and self-employed work, you need to make sure that you have professional indemnity arrangements in place which provide appropriate cover for all parts of your practice.
  - If you are registered with us but are not currently practising, you do not need to have a professional indemnity arrangement in place.
- However, you will need to make sure that you do have this arrangement when you begin to practise.
- If you are registered with us as a social worker, this condition of registration does not apply to you.

For further information, please visit [www.hcpc-uk.org/registrants/indemnity/](http://www.hcpc-uk.org/registrants/indemnity/)

## Paying your registration renewal fee

### Payment methods

#### **Paying your registration renewal fee by direct debit**

If you wish to spread the cost of registration over the two-year registration cycle, you may wish to consider paying by direct debit. Your fee will be deducted from your bank account in four separate instalments, the dates of which are indicated in the letter which accompanies this booklet. Please note, your registration will not be renewed until we have successfully debited the first instalment.

#### **If you currently pay your fee by direct debit**

If you wish to continue to pay by this method and you have not changed your account details, you should opt to pay using your existing direct debit instruction.

#### **If your account details have changed or you wish to set up a new direct debit instruction**

If you wish to set up a new direct debit instruction, please click 'pay by new direct debit'. You will be asked to download a new direct debit instruction, which you will need to complete and return to us by post. Please remember to allow at least ten working days for your instruction to be processed. You can also download a direct debit instruction from our website at [www.hcpc-uk.org/registrants/renew/fee](http://www.hcpc-uk.org/registrants/renew/fee)

All registrants who pay by direct debit must ensure that their direct debit instruction is active at all times. If you or your bank cancel your instruction at any time, you must make immediate arrangements to pay the balance of your fee in full to avoid your name being removed from the Register. If your bank reject any claim made on your direct debit instruction, we will cancel it to ensure you do not incur any bank charges. We will contact you in writing to ask you to pay by an alternative method, but it remains your responsibility to ensure that your payments are up-to-date.

#### **Alternative methods of payment**

If you prefer, you can pay your fee by credit or debit card. You will be required to pay the full amount.





## What happens if...

### you do not renew your registration?

You need to be registered with us in order to practise your profession and to use the protected title(s) associated with your profession.

If you do not renew your registration and / or make a payment by the specified date, we will begin the process of finalising the HCPC Register and you are at risk of having your name removed. If your name is removed from the Register, you must cease practising or using any of the protected titles associated with your profession. We will write to you to tell you that your name has been removed from the Register. We will also write to your employer.

If you need to become registered again, you will need to apply for readmission. We will send you a readmission form shortly after your name has been removed from the Register. We will not charge a readmission fee if we receive your completed application within one month of the date your name was removed from the Register.

### you are no longer practising your profession?

If you do not need to be registered, you need to tell us immediately by writing to us stating that you are not aware of any matter which could give rise to an allegation being made against you. Please also tell us when you would like us to remove your name from the Register. If you currently pay your fee by direct debit, you must ask your bank or building society to cancel your direct debit instruction before the first instalment is due. This will ensure that the amount is not deducted from your account.

**Please note, you may continue to receive communications from us until your name has been removed from the Register.**

### you do not want to or are not able to renew your registration using the online system?

We encourage you to renew your registration online as this is the easiest, safest and most convenient way to renew.

A paper renewal form will be sent to all registrants who have yet to renew their registration around six weeks before the start of the next registration cycle. You can also request a renewal form through our website at [www.hcpc-uk.org/renew](http://www.hcpc-uk.org/renew). Alternatively, you can call us to request a paper form.

The processing time for renewal applications is at least ten working days. This time may vary depending on the volume of renewal forms we receive. Once we have processed your renewal form and payment, our online Register is immediately updated to show your new registration dates. The Register is in real-time and is the best way for you and your employer to check your registration status. The Register can be viewed at [www.hcpc-uk.org/check](http://www.hcpc-uk.org/check)

**Please note, we cannot confirm receipt of your renewal form or be responsible for lost or delayed forms.**



## Contact us

Before you contact us you may find it helpful to look at our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)

If you cannot find the answer to your enquiry in this publication or on our website, please contact us.

### Phone

Monday to Friday, 8am to 6pm

+44 (0)845 300 4472

### Email

[registration@hcpc-uk.org](mailto:registration@hcpc-uk.org)

### Post

Registration Department  
 Health and Care Professions Council  
 Park House  
 184 Kennington Park Road  
 London  
 SE11 4BU

## Keeping you informed

Sign up to HCPC In Focus, our free e-newsletter. We produce this every two months and it covers important registration issues such as renewing your registration and CPD audit information, as well as consultations and new publications. To sign up, email [newsletter@hcpc-uk.org](mailto:newsletter@hcpc-uk.org) or download copies from our website.



Find us on [www.facebook.com/hcpcuk](http://www.facebook.com/hcpcuk)



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Sign up for our RSS feeds at [www.hcpc-uk.org](http://www.hcpc-uk.org)

Visit our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)

## Data protection information

### Subject information statement

The Health and Care Professions Council (HCPC) processes your personal data (as defined by the Data Protection Act 1998) for the following purposes:

- administering your application to register with the HCPC and any subsequent renewals;
- maintaining and publishing the health and care professions Register;
- undertaking regulatory activities for the purposes of the Health and Social Work Professions Order 2001;
- ensuring that you comply with our standards, including but not limited to, ensuring compliance with continuing professional development and educational requirements;
- investigating complaints made about you;
- investigating complaints made by you;
- publishing the results of any complaints made about you or by you;
- transferring your personal data to any other authorised body investigating your activities;
- transferring your name, profession, registration number, registration dates and approximate location of your practice to any member of the public requesting the information and making it available through the publication of the health and care professions Register;
- transferring your personal data to professional advisers and other third parties involved with the regulation of professionals;
- statutory and regulatory compliance;
- monitoring equality and diversity information;
- reviewing your medical records and history to ensure that your health does not impair your fitness to practice;

- maintaining photographic images of you to ensure your identity;
- informing you about the activities of the HCPC;
- marketing the activities of the HCPC;
- transferring your personal data to any business directory so as to ensure only authorised people advertise their services in such directories;
- keeping you informed about any changes to practice or legislation that may affect your practice;
- responding to requests for information from other health regulators both within the European Economic Area and worldwide;
- keeping you informed about any developments, activities or products of third parties which may affect or assist your practice; and
- achieving the general and statutory objectives of the HCPC.

We collect personal information from you when you communicate with us by any media. We may also collect personal data which relates to you from third parties.

We may contact you by means of electronic communication, including but not limited to email or SMS for the purposes set out above. We will only undertake activities considered to be electronic marketing if permitted to do so by the Privacy and Electronic Communications (EC Directive) Regulations 2003.

## Sensitive personal data

Certain personal information is categorised by the Data Protection Act 1998 as “Sensitive Personal Data”.

In some circumstances, the HCPC will process your sensitive personal data. We are required to hold such sensitive personal data by the Health and Social Work Professions Order 2001 and therefore we do not need to obtain your consent to undertake this processing. In general, the sensitive personal data collected by HCPC is limited to information in connection with:

- your racial or ethnic origin;
- your physical or mental health or condition;
- your membership of a trade union;
- the commission or alleged commission by you of any offence;
- any proceeding taken against you for any offence committed or alleged to have been committed by you; and
- your sexual life.

## Anonymisation

The HCPC is required to provide statistical information to a number of different bodies; it also undertakes its own research. In such circumstances it only provides anonymised data.

## Permitted processing

The HCPC ensures that it is permitted to process your personal data. If no statutory condition applies to the form of processing we undertake, we can only undertake such processing with your consent. You may withdraw your consent to our processing your personal data for some of the above purposes by writing to the address at the end of this statement.

If a statutory condition applies allowing the HCPC to process your personal data and you withdraw consent to process your personal data this will not necessarily mean that HCPC ceases to process your personal data as the HCPC keeps personal data on registrants for their lifetime.

## Sharing your information

In some circumstances the HCPC may be permitted by law to share sensitive personal data about you with a third party. Otherwise the HCPC does not share sensitive personal data with others without your consent. Your personal data may be shared as set out in the above purposes. If you do not wish us to share your personal data with any third party for marketing purposes, please write to us at the address at the end of this statement.

## European Economic Area (EEA)

Please note that information displayed on our website or sent to the HCPC over the internet may be transferred outside of the EEA, where data protection laws are not as strong as within the EEA. The information displayed on the website is provided as it is necessary for the public interest. In relation to any information you send via the internet or email, if you have any concerns in relation to such transfers, you should not use the internet or email as a means of communication with the HCPC.

## Monitoring of telephone calls and emails

Your telephone calls and emails to us may be recorded and monitored for quality control purposes. We may also intercept communications made to individual HCPC employees when this is required for business purposes.

## Notification

The HCPC has notified the Information Commissioner that it processes personal data. The notification number is Z6621691.

If you have any queries relating to this statement, please contact us by letter at the following address:

Health and Care Professions Council  
 Park House  
 184 Kennington Park Road  
 London  
 SE11 4BU





Park House  
184 Kennington Park Road  
London SE11 4BU

tel +44 (0)845 300 6184  
fax +44 (0)20 7820 9684  
www.hcpc-uk.org

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